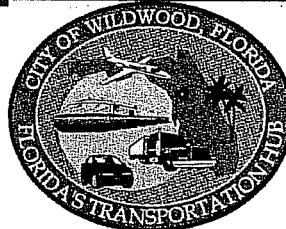


Agenda



Agenda

CITY COMMISSIONERS OF THE CITY OF WILDWOOD

Mayor/Commissioner – Ed Wolf – Seat 1
Mayor Pro-Tem/Commissioner – Ronald Allen – Seat 5
Pamala Harrison-Bivins – Seat 2
Don C. Clark – Seat 4
Robby Strickland – Seat 3
Robert Smith – City Manager

October 25th, 2010

7:00 PM

PLEASE TURN OFF ALL CELL PHONES AND PAGERS

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Department, ADA Coordinator, at 352-330-1330, Ext. 102, forty-eight (48) hours in advance of the meeting.

F.S.S. 286.0105A-If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that for such purpose they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (The City of Wildwood DOES NOT provide this verbatim record).

AGENDA

- THE MEETING IS CALLED TO ORDER BY THE MAYOR
- INVOCATION
- FLAG SALUTE

1. TIMED ITEMS AND PUBLIC HEARINGS

7:00 PM (a)	PUBLIC HEARING – 2nd FINAL READING	Ordinance No. 02010-21, an ordinance proposing a small scale land use amendment for Lenard Powell Properties, LLC (Attachments – Staff Recommends Approval)
7:00 PM (b)	PUBLIC HEARING – 2nd FINAL READING	Ordinance No. 02010-22, an ordinance proposing a small scale land use amendment for The Villages of Lake-Sumter, Inc. (Attachments – Staff Recommends Approval)
7:00 PM (c)	PUBLIC HEARING – 2nd FINAL READING	Ordinance No. 02010-24, an ordinance proposing a small scale land use amendment for Kelly and Stephanie Lenhart (Attachments – Staff Recommends Approval)
7:00 PM (d)	PUBLIC HEARING	CDBG Project – First (1 st) Public Hearing to obtain views from the public regarding community development needs (hand outs available to the public) (Attachments)
7:00 PM (e)	TIMED ITEM	CDBG Project – Fair Housing meeting (Elected Officials and the Public) to provide information about fair housing regulations and practices (Attachments)

* Quasi Judicial Hearing

2. REPORTS AND PUBLIC INPUT

- SPECIAL PRESENTATION: None at this time

- a. City Manager
- b. City Attorney
- c. City Clerk
- d. Commission Members
- e. Public Forum (10 minute time limit)
- f. Notes, Reports, and items for the file as attached

3. NEW BUSINESS – ACTION REQUIRED

- a. **MINUTES**

- 1. Minutes of Regular Meeting held on October 11, 2010 (Attachments – Staff recommends approval)

b. ORDINANCES FIRST READING ONLY (READ ONLY – NO VOTE)

1. Ordinance No. O2010-25, an ordinance designating the segment of CR142 from Wildwood Avenue to Powell Road as Broken Oak Drive and designating the segment from CR144 from Huey St. to Powell Road as Huey Street (Attachment – Staff Recommends Approval)

c. RESOLUTIONS FOR APPROVAL:

1. None

d. APPOINTMENTS

1. Appointment requested of Wildwood's Winter Wonderland committee (Attachments – Staff Recommends Approval)

e. CONTRACTS AND AGREEMENTS

1. Review/approval requested for the TDC (Tourist Development Council) grant application for the purpose of funding the Wildwood Winter Wonderland festival (which is currently pending commission approval) (Attachments – Staff Recommends Approval)
2. Facility Use Agreement request from Wildwood Winter Wonderland Committee for use of the Wildwood Community Center (Attachments – Staff Recommends Approval)
3. Contract for Sale & Purchase from FDEP for the 0.12 parcel of land on High Street (approval for Mayor to execute) (Attachments – Staff Recommends Approval)

f. FINANCIAL

1. Bills for Approval (Attachments – Staff Recommends Approval)

g. GENERAL ITEMS FOR CONSIDERATION

1. Discussion/approval of rate structure for use of the Martin Luther King, Jr., Outreach Center (Attachments – Staff Recommends Approval)
2. Discussion/decision on how to proceed with upcoming city election – CA recommendation (Attachments – Staff Recommends Approval)
3. Discussion/approval requested to receive quotes for modifications to the CR214 Re-pump Station (Attachments – Staff Recommends Approval)
4. Discussion/authorization for City Manager to negotiate emergency utility interconnection with The Villages utilities to the North (NO Attachment)

4. ADJOURN:

NOTES – NO ACTION REQUIRED:

- a. None

REPORTS:

CITY MANAGER (2.a.f.):

1. Utility Projects Update from Kimley-Horn & Associates (Attachments)
2. Litigation Update (NO attachment)
3. Fiber Update (NO attachment)
4. Online Bill Pay Update (NO attachment)
5. HVAC System Repair Update (NO attachment)
6. Osceola Ave Purchase Update (NO attachment)
7. H.R. Hire Update (NO attachment)
8. FYI – Congratulation to Jason Hargrove, City's Parks & Recreation Coordinator, who graduated from the Sumter County Leadership Program on October 21, 2010, in which he has participated for the last year – any employee interested in this program please contact the City Manager (Attachment)

IMPORTANT DATES

(No attachments)

- a. October 25th, 2010 – (Monday) – City Commission **Regular** Meeting – 7:00 PM – City Commission Chamber – City Hall
- b. November 2nd, 2010 – (Tuesday) – **GENERAL ELECTIONS** – 7:00 AM – 7:00 PM – at the Oxford Community Center & Wildwood Community Center – **VOTE – VOTE – VOTE** – it is a – RIGHT – PRIVILEGE – DUTY
- c. November 2nd, 2010 – (Tuesday) – Parks & Recreation Board Meeting – 6:00 PM – TBA, City Hall
- d. November 8th, 2010 – (Monday) – City Commission **Regular** Meeting – 7:00 PM – City Commission Chamber – City Hall
- e. November 22nd, 2010 – (Monday) – City Commission **Regular** Meeting – 7:00 PM – City Commission Chamber – City Hall
- f. November 25th & 26th, 2010 – (Thursday & Friday) – Thanksgiving & Employee holidays – City Offices (except Police) **closed** both days
- g. December 7th, 2010 – (Tuesday) – City of Wildwood – Special Referendum Election – Conference Room 124, City Hall – **VOTE – VOTE – VOTE** – it is a – RIGHT – PRIVILEGE – DUTY
- h. December 7th, 2010 – (Tuesday) – Parks & Recreation Board Meeting – 6:00 PM – Conference Room 124, City Hall
- i. December 9th, 2010 – (Thursday) – Annual Appreciation **Banquet** for “Volunteers” – 6:00 PM – Wildwood Community Center in Millennium Park – 6500 Powell Road (aka CR139)
- j. December 10th, 2010 – (Friday) – Annual Appreciation **Banquet** for “Employees” – 6:00 PM – Wildwood Community Center in Millennium Park – 6500 Powell Road (aka CR139)
- k. December 13th, 2010 – (Monday) – City Commission **Regular** Meeting – 7:00 PM – City Commission Chamber – City Hall
- l. December 23rd, 2010 – (Thursday) – City Offices (except Police) closes at 12:00 Noon – Employee Holiday
- m. December 24th, 2010 – (Friday) – City Offices (except Police) closed all Day – Christmas Holiday
- n. December 27th, 2010 – (Monday) – City Commission **Regular** Meeting – 7:00 PM – City Commission Chamber – City Hall
- o. December 30th, 2010 – (Thursday) – City Offices (except Police) closes at 12:00 Noon – Employee Holiday
- p. December 31st, 2010 – (Friday) – City Offices (except Police) closed all Day – Christmas Holiday

1. TIMED ITEMS AND PUBLIC HEARINGS

7:00 PM (a)	PUBLIC HEARING – 2nd FINAL READING	Ordinance No. O2010-21, an ordinance proposing a small scale land use amendment for Lenard Powell Properties, LLC (Attachments – Staff Recommends Approval)
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* Quasi Judicial Hearing

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: Small Scale Future Land Use Map Amendments/Lenard Powell Prop., LLC & Villages of Lake-Sumter, Inc. ORD. 21

REQUESTED ACTION: Small Scale Future Land Use Map Amendments from County "Mixed Use" and City "Recreation" To "The Villages of Wildwood DRI" and from County "Mixed Use" and "Medium Density Residential" and City "Recreation" to "The Villages of Wildwood DRI" on approximately 4.7 acres. (Portions of Parcels G08=060, G08=018 and G08=020)

☐ Work Session (Report Only)
☐ Regular Meeting

DATE OF MEETING: 10/11/2010
☐ Special Meeting

CONTRACT: ☐ N/A
Effective Date: _____
Managing Division / Dept: _____

Vendor/Entity: _____
Termination Date: _____

BUDGET IMPACT: _____

☐ Annual
☐ Capital
☐ N/A

FUNDING SOURCE: _____

EXPENDITURE ACCOUNT: _____

HISTORY/FACTS/ISSUES:

Case Numbers CP 1009-02 and CP 1009-05 were considered by the Planning & Zoning Board/Special Magistrate on October 5, 2010.

The applicant seeks final approval from the City Commission for small scale future land use map amendments on approximately 4.7 acres.

The 1.12+/- acre subject parcel was scheduled to be annexed by the City Commission on October 11, 2010 and is seeking a Small Scale Future Land Use Map amendment from Sumter County "Mixed Use" and "Medium Density Residential" and City "Recreation" to City "The Villages of Wildwood DRI".

The 3.59+/- acre subject parcel was scheduled to be annexed by the City Commission on October 11, 2010 and is seeking a Small Scale Future Land Use Map amendment from Sumter County "Mixed Use" and City "Recreation" to City "The Villages of Wildwood DRI".

The applicant has submitted a Notice of Proposed Change (NOPC) with the intent to include this piece of property into The Villages of Wildwood Development of Regional Impact (DRI). The applicant is not seeking additional entitlements on The Villages of Wildwood DRI; however, a future land use map amendment is necessary so that this property may be included within the DRI. The attached maps illustrate the subject parcel's location, existing and proposed Future Land Use Map designations, and the existing designations within the vicinity.

Staff believes a Future Land Use Map designation of "The Villages of Wildwood DRI" is appropriate

because the amendment would simply allow for the contiguous development of The Villages of Wildwood DRI up the Powell Road (formerly CR 139) and CR 44A intersection without increasing the amount of development already approved within the project.

The Special Magistrate recommended approval of the small scale land use amendments and favorable recommendation of Ordinances #O2010-21 and O2010-22 to the City Commission.

Thank you.

Melanie Peavy
Development Services Director

ORDINANCE NO. O2010-21

AN ORDINANCE OF THE CITY OF WILDWOOD FLORIDA;
PROPOSING A SMALL SCALE LAND USE AMENDMENT
TO THE ADOPTED LOCAL COMPREHENSIVE PLAN AND
FUTURE LAND USE MAP IN ACCORDANCE WITH THE
GROWTH MANAGEMENT ACT OF 1985, AS AMENDED;
PROVIDING FOR CODIFICATION; PROVIDING FOR
CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Wildwood, Florida, is proposing to amend the local Comprehensive Plan and Future Land Use Map of said City, to include land use amendment described as follows, to-wit:

Lenard Powell Prop. LLC
Parcels 4, 5, and 6
Containing 1.12 acres +/-

LEGAL DESCRIPTION

THAT LAND LYING IN SECTION 8, TOWNSHIP 19 SOUTH, RANGE 23 EAST, SUMTER COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

FROM THE SOUTHEAST CORNER OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SAID SECTION 8 RUN N00°29'25"E, ALONG THE EAST LINE THEREOF A DISTANCE OF 611.79 FEET; THENCE DEPARTING SAID EAST LINE, N65°09'05"W, 124.92 FEET TO THE SOUTH LINE OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SAID SECTION 8 AND THE BOUNDARY OF THAT LAND AS DESCRIBED IN OFFICIAL RECORDS BOOK 2131, PAGE 399, PUBLIC RECORDS OF SUMTER COUNTY, FLORIDA; THENCE ALONG SAID BOUNDARY THE FOLLOWING COURSES: N65°09'05"W, 362.37 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE N65°09'05"W, 185.00 FEET TO THE SOUTHEASTERLY RIGHT-OF-WAY OF COUNTY ROAD 139 AS RECORDED IN OFFICIAL RECORDS BOOK 2088, PAGE 193, PUBLIC RECORDS OF SUMTER COUNTY, FLORIDA; THENCE DEPARTING SAID BOUNDARY AND ALONG SAID SOUTHEASTERLY RIGHT-OF-WAY THE FOLLOWING COURSES, S25°04'43"W, 239.29 FEET; THENCE S19°25'59"E, 39.56 FEET TO THE NORTHERLY RIGHT-OF-WAY OF C-44A ACCORDING TO THE RIGHT-OF-WAY MAP ON FILE IN THE PUBLIC RECORDS OF SUMTER COUNTY, FLORIDA, IN MAP BOOK 4, PAGE 117; THENCE DEPARTING SAID SOUTHEASTERLY RIGHT-OF-WAY AND ALONG SAID NORTHERLY RIGHT-OF-WAY THE FOLLOWING COURSES: S65°35'30"E, 10.02 FEET; THENCE N71°31'02"E, 3.69 FEET; THENCE S65°09'05"E, 144.58 FEET; THENCE DEPARTING SAID NORTHERLY RIGHT-OF-WAY, N25°04'43"E, 265.00 FEET TO THE POINT OF BEGINNING.
CONTAINING 1.12 ACRES, MORE OR LESS.

This property is to be reclassified from City comprehensive plan category "Recreation", County comprehensive plan category "Mixed Use" and "Medium Density Residential" to City comprehensive plan category "The Villages of Wildwood DRI".

AND WHEREAS, the City is also proposing to amend the Future Land Use Map to include Future land use of property that shall pertain and be applicable to said amendment.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED, by the City Commission of Wildwood, Florida, as follows:

SECTION 1. The adopted local Comprehensive Plan and Future Land Map for the City of Wildwood, Florida, are hereby amended to include the above-referenced property and proposed land use amendment as indicated above. The amendment to the Future Land Use and Zoning Maps are attached hereto and incorporated herein by reference.

SECTION 2. With the recommendations of the City Commission, the proposed land use amendment is hereby transmitted by the City Commission to the Florida Department of Community Affairs.

SECTION 3. All ordinances or parts of ordinances in conflict herewith, be, and the same are hereby repealed.

SECTION 4. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by a Court or competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of said Ordinance.

SECTION 5. This ordinance shall take effect upon its final reading by the City Commission of the City of Wildwood.

DONE AND ORDAINED this _____ day of _____, 2010, by the City Commission of the City of Wildwood, Florida.

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA

S E A L

ATTEST: _____
Joseph Jacobs, City Clerk

Ed Wolf, Mayor

First Reading: _____
Second Reading: _____



Sumter County BOCC - GIS

BOCC - Bushnell, FL 33513 | 352-793-0200

Parcel ID: **G08=060**

LENARD POWELL PROPERTIES LLC

4418 CR 124A WILDWOOD, FL 34785

Street: 4856 C-44A

S/T/R: 08/19/23 FROM SE COR OF NE 1/4 OF SE 1/4 RUN N 00 DEG 29'25" E 611.79 FT N 65 DEG 09'05" W 124.92 FT N 65 DEG 09'05" W

Sales

11/1/2009	2136/005	Vacant	\$20,000.00
5/1/2006	1584/211	Improved	\$150,000.00

NOTES:



This information was derived from data which was compiled by the Sumter County BOCC - GIS. This information should not be relied upon by anyone as a determination of the ownership of property, legal boundary representation, or market value. The map image is not a survey and shall not be used in any Title Search or any official capacity. No warranties, expressed or implied, are provided for the accuracy of the data herein, its use, or its interpretation. This information was last and may not reflect the data currently on file at our office.

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Wildwood, Florida

Small Scale Comprehensive Plan Amendment
Existing Land Use
Lenard Powell Prop LLC




Lenard Powell Prop LLC
Parcel: G08=060

Wildwood
Community Center



C-44A

CR 139




Legend

-  Lenard Powell Prop LLC
-  Wildwood City Boundary
-  Roads

Wildwood Future Land Use

-  Recreation
-  The Villages of Wildwood DRI

Sumter County Future Land Use

-  Low Density Residential: Two units per acre
-  Mixed Use Overlay-subject to restrictions
-  Mixed Use: subject to Development Order



0 75 150 300 Feet

Wildwood, Florida

Small Scale Comprehensive Plan Amendment
Proposed Land Use
Lenard Powell Prop LLC









Lenard Powell Prop LLC
Parcel: G08=060

Wildwood
Community Center

C-44A

CR 139

Legend

-  Lenard Powell Prop LLC
-  Wildwood City Boundary
-  Roads
- Wildwood Future Land Use**
 -  Recreation
 -  The Villages of Wildwood DRI
- Sumter County Future Land Use**
 -  Low Density Residential: Two units per acre
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 -  Mixed Use: subject to Development Order

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: Small Scale Future Land Use Map Amendments/Lenard Powell Prop., LLC & Villages of Lake-Sumter, Inc. ORD. 22

REQUESTED ACTION: Small Scale Future Land Use Map Amendments from County "Mixed Use" and City "Recreation" To "The Villages of Wildwood DRI" and from County "Mixed Use" and "Medium Density Residential" and City "Recreation" to "The Villages of Wildwood DRI" on approximately 4.7 acres. (Portions of Parcels G08=060, G08=018 and G08=020)

☐ Work Session (Report Only)
☐ Regular Meeting

DATE OF MEETING: 10/11/2010
☐ Special Meeting

CONTRACT: ☐ N/A
Effective Date: _____
Managing Division / Dept: _____

Vendor/Entity: _____
Termination Date: _____

BUDGET IMPACT:

☐ Annual
☐ Capital
☐ N/A

FUNDING SOURCE: _____

EXPENDITURE ACCOUNT: _____

HISTORY/FACTS/ISSUES:

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Staff believes a Future Land Use Map designation of "The Villages of Wildwood DRI" is appropriate

because the amendment would simply allow for the contiguous development of The Villages of Wildwood DRI up the Powell Road (formerly CR 139) and CR 44A intersection without increasing the amount of development already approved within the project.

The Special Magistrate recommended approval of the small scale land use amendments and favorable recommendation of Ordinances #O2010-21 and O2010-22 to the City Commission.

Thank you.

Melanie Peavy
Development Services Director

ORDINANCE NO. O2010-22

AN ORDINANCE OF THE CITY OF WILDWOOD FLORIDA;
PROPOSING A SMALL SCALE LAND USE AMENDMENT
TO THE ADOPTED LOCAL COMPREHENSIVE PLAN AND
FUTURE LAND USE MAP IN ACCORDANCE WITH THE
GROWTH MANAGEMENT ACT OF 1985, AS AMENDED;
PROVIDING FOR CODIFICATION; PROVIDING FOR
CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Wildwood, Florida, is proposing to amend the local Comprehensive Plan and Future Land Use Map of said City, to include land use amendment described as follows, to-wit:

Villages of Lake-Sumter INC.
Containing 3.59 acres +/-

LEGAL DESCRIPTION

THAT LAND LYING IN SECTION 8 AND 9, TOWNSHIP 19 SOUTH, RANGE 23 EAST, SUMTER COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

FROM THE SOUTHEAST CORNER OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SAID SECTION 8 RUN N00°29'25"E, ALONG THE EAST LINE THEREOF A DISTANCE OF 317.95 FEET TO THE NORTHERLY RIGHT-OF-WAY OF C-44A ACCORDING TO THE RIGHT-OF-WAY MAP ON FILE IN THE PUBLIC RECORDS OF SUMTER COUNTY, FLORIDA AND THE POINT OF BEGINNING; THENCE DEPARTING SAID EAST LINE AND ALONG SAID NORTHERLY RIGHT-OF-WAY THE FOLLOWING COURSES: N57°12'30"W, 18.62 FEET; THENCE N65°08'45"W, 55.69 FEET; THENCE N64°55'26"W, 27.20 FEET; THENCE N65°09'05"W, 508.22 FEET TO THE EASTERLY BOUNDARY OF THE LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 2136, PAGE 5, PUBLIC RECORDS OF SUMTER COUNTY, FLORIDA; THENCE DEPARTING SAID NORTHERLY RIGHT-OF-WAY AND ALONG SAID EASTERLY BOUNDARY, N25°04'43"E, 265.00 FEET TO THE NORTH BOUNDARY OF THAT LAND AS DESCRIBED IN OFFICIAL RECORDS BOOK 2131, PAGE 399, PUBLIC RECORDS OF SUMTER COUNTY, FLORIDA; THENCE DEPARTING SAID EASTERLY BOUNDARY AND ALONG SAID NORTH BOUNDARY AND THE SOUTHEASTERLY EXTENSION THEREOF S65°09'05"E, 530.62 FEET; THENCE DEPARTING THE SOUTHEASTERLY EXTENSION OF SAID NORTH BOUNDARY, S00°57'59"W, 295.85 FEET TO SAID NORTHERLY RIGHT-OF-WAY OF C-44A; THENCE ALONG SAID NORTHERLY RIGHT-OF-WAY THE FOLLOWING COURSES: N65°02'56"W, 21.89 FEET; THENCE N57°12'30"W, 20.22 FEET TO THE POINT OF BEGINNING.

CONTAINING 3.59 ACRES, MORE OR LESS.

This property is to be reclassified from County comprehensive plan category “Mixed Use” and City comprehensive plan category “Recreation” to City comprehensive plan category “The Villages of Wildwood DRI”.

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SECTION 2. With the recommendations of the City Commission, the proposed land use amendment is hereby transmitted by the City Commission to the Florida Department of Community Affairs.

SECTION 3. All ordinances or parts of ordinances in conflict herewith, be, and the same are hereby repealed.

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SECTION 5. This ordinance shall take effect upon its final reading by the City Commission of the City of Wildwood.

DONE AND ORDAINED this _____ day of _____, 2010, by the City Commission of the City of Wildwood, Florida.

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA

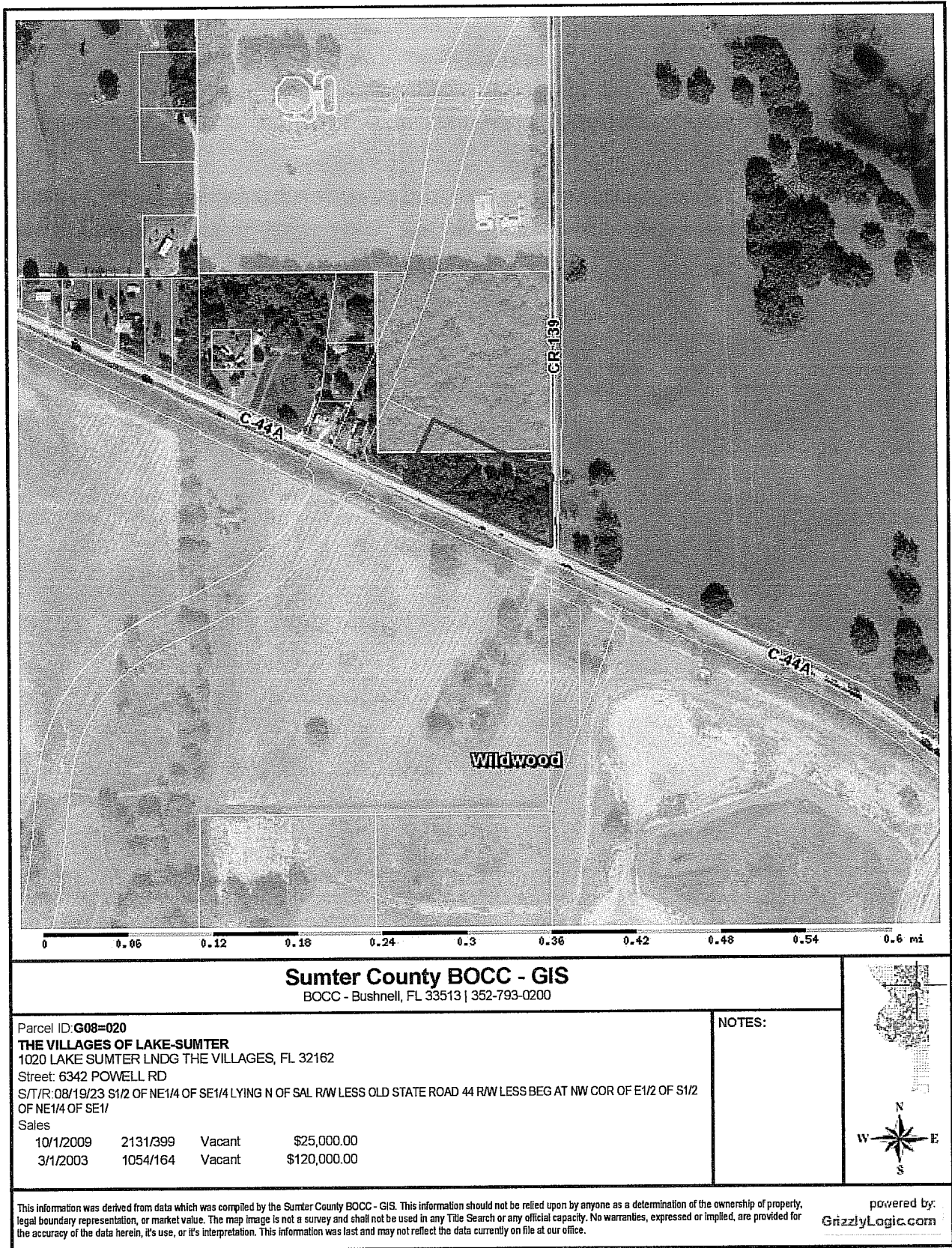
S E A L

ATTEST: _____
Joseph Jacobs, City Clerk

Ed Wolf, Mayor

First Reading: _____

Second Reading: _____



Sumter County BOCC - GIS

BOCC - Bushnell, FL 33513 | 352-793-0200

Parcel ID: **G08=020**

THE VILLAGES OF LAKE-SUMTER

1020 LAKE SUMTER LNDG THE VILLAGES, FL 32162

Street: 6342 POWELL RD

S/T/R: 08/19/23 S1/2 OF NE1/4 OF SE1/4 LYING N OF SAL R/W LESS OLD STATE ROAD 44 R/W LESS BEG AT NW COR OF E1/2 OF S1/2 OF NE1/4 OF SE1/

Sales

10/1/2009	2131/399	Vacant	\$25,000.00
3/1/2003	1054/164	Vacant	\$120,000.00

NOTES:



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Wildwood, Florida
Small Scale Comprehensive Plan Amendment
Existing Land Use
The Villages of Lake-Sumter Inc.




Wildwood
Community Center

The Villages of Lake-Sumter
Parcel: G08=020



C-44A

CR 139




Legend

-  The Villages of Lake-Sumter Inc.
-  Wildwood City Boundary
-  Roads

Wildwood Future Land Use

-  Recreation
-  The Villages of Wildwood DRI

Sumter County Future Land Use

-  Low Density Residential: Two units per acre
-  Mixed Use Overlay-subject to restrictions
-  Mixed Use: subject to Development Order



0 75 150 300 Feet

Wildwood, Florida
 Small Scale Comprehensive Plan Amendment
 Proposed Land Use
 The Villages of Lake-Sumter Inc.









The Villages of Lake Sumter
 Parcel: G08=020

Wildwood
 Community Center

C-44A

CR 139

Legend

-  The Villages of Lake-Sumter Inc.
-  Wildwood City Boundary
-  Roads
- Wildwood Future Land Use**
 -  Recreation
 -  The Villages of Wildwood DRI
- Sumter County Future Land Use**
 -  Low Density Residential: Two units per acre
 -  Mixed Use Overlay-subject to restrictions
 -  Mixed Use: subject to Development Order

CITY COMMISSION OF THE CITY OF WILDWOOD

1. (c). PUBLIC HEARINGS - 2nd final reading of Ordinance No. O2010-24 - an ordinance providing a small scale land use amendment for Lenhart

EXECUTIVE SUMMARY

SUBJECT: Parcel Number D32=148 Lenhart

Ordinance O2010-24

REQUESTED ACTION:

☐ Work Session (Report Only)
☒ Regular Meeting

DATE OF MEETING: 10/11/2010
☐ Special Meeting

CONTRACT: ☐ N/A
Effective Date: _____
Managing Division / Dept: _____

Vendor/Entity: _____
Termination Date: _____

BUDGET IMPACT: _____

☐ Annual
☐ Capital
☒ N/A

FUNDING SOURCE: N/A
EXPENDITURE ACCOUNT: _____

HISTORY/FACTS/ISSUES:

On September 8, 2008 the City Commission adopted Ordinance No. 613 pertaining to a Small Scale Future Land Use Map Amendment for parcel number D32=148 from "Industrial" to "Commercial". However, it has come to our attention that the amendment was not advertised for properly.

The Small Scale Future Land Use Map Amendment has since been assigned a new Ordinance number (Ordinance No.O2010-24).

Staff suggests approval of Ordinance #02010-24 as the Commission previously approved the amendment under Ordinance No. 613. Should the commission choose to approve the ordinance, it will be forwarded to the Department of Community Affairs for final approval.

Melanie Peavy
Development Services Director

ORDINANCE NO. O2010-24

AN ORDINANCE OF THE CITY OF WILDWOOD FLORIDA; PROPOSING A SMALL SCALE LAND USE AMENDMENT TO THE ADOPTED LOCAL COMPREHENSIVE PLAN AND FUTURE LAND USE MAP IN ACCORDANCE WITH THE GROWTH MANAGEMENT ACT OF 1985, AS AMENDED; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Wildwood, Florida, is proposing to amend the local Comprehensive Plan and Future Land Use Map of said City, to include land use amendment described as follows, to-wit:

Kelly and Stephanie Lenhart
Parcel Number D32=148

A parcel of land lying in the southwest 1/4 of the northwest 1/4 of section 32, township 18 south, range 23 east, Sumter County, Florida, and lying westerly of C.S.X. transportation, inc. westerly right of way line, and being a portion of those lands described in official records book 1262, page 723, public records of Sumter County, Florida, being more particularly described as follows:

From the northwest corner of said northwest 1/4 of the southwest 1/4 of section 32, run thence N89°57'18"E along the north line thereof, a distance of 399.16 feet to those lands described in official records book 1262, page 723, public records of Sumter County, Florida; thence, along said lands the following (3) courses: run N89°57'18"E, 52.06 feet; thence N13°16'25"E, 207.43 feet to the point of beginning; thence continue along said lands N13°16'25"E, 511.24 feet; thence, departing said lands, S89°59'03"E, 215.75 feet to the westerly right-of-way line of C.S.X. transportation, inc. railroad right-of-way, said right of way line being 50.00 feet from the centerline of the main line tracks, said line being also the easterly line of the aforescribed lands; thence, along said westerly right-of-way line and said easterly line of said lands, run S13°16'25"W, 511.01 feet; thence, departing said right-of-way and departing said lands, run S89°57'18"W, 215.80 feet to the point of beginning.

Together with and subject to a 60.00 feet wide non-exclusive ingress and egress and drainage and utility easement as to that portion of the following described easement lying north of the south boundary of above described parcel:

Commence at the southwest corner of the southwest 1/4 of the northwest 1/4 of section 32, township 18 south, range 23 east, Sumter

Ordinance No. O2010-24

County, Florida, thence run N00°07'59"E, along the west line of said southwest 1/4 of the northwest 1/4, a distance of 700.00 feet; thence run S89°59'11"E, a distance of 250.00 feet; thence run N00°07'59"E, a distance of 558.32 feet to the south right-of-way line of highway C-462 (66.00 feet wide right-of-way); thence, continue N00°07'59"E, a distance of 61.67 feet to the north line of said southwest 1/4 of the northwest 1/4; thence run S89°59'11"E, along said north line, a distance of 725.11 feet to a point 50.00 feet west of and perpendicular to the centerline of the main line tracks of C.S.X. transportation, inc.; thence run S13°16'17"W, parallel to the above said centerline of the main line tracks, a distance of 39.09 feet to the south right-of-way line of highway C-462 for a point of beginning; thence continue S13°16'17"W, parallel to said main line tracks, a distance of 1316.31 feet to the south line of the southwest 1/4 of the northwest 1/4 of said section 32; thence, continue S13°16'17"W, parallel to said main line tracks, a distance of 209.23 feet; thence run S89°57'10"W, a distance of 61.66 feet to a point 110.00 feet west of and perpendicular to the centerline of said main line tracks; thence N13°16'17"E, parallel to said main line tracks, a distance of 209.23 feet to the aforesaid south line of the southwest 1/4 of the northwest 1/4; thence continue N13°16'17"E, parallel to said main line tracks, a distance of 1314.27 feet to the south right-of-way line of highway C-462; thence N88°07'29"E, along said right-of-way line a distance of 62.16 feet to the point of beginning.

Containing 2.46 acres, more or less.

This property is to be reclassified from City comprehensive plan category "Commercial" to City comprehensive plan category "Industrial."

AND WHEREAS, the City is also proposing to amend the Future Land Use Map to include future land use of property that shall pertain and be applicable to said amendment.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED, by the City Commission of Wildwood, Florida, as follows:

SECTION 1. The adopted local Comprehensive Plan and Future Land Map for the City of Wildwood, Florida, are hereby amended to include the above-referenced property and proposed land use amendment as indicated above. The amendment to the Future Land Use Map is attached hereto and incorporated herein by reference.

SECTION 2. With the recommendations of the City Commission, the proposed land use amendment is hereby transmitted by the City Commission to the Florida Department of Community Affairs.

SECTION 3. All ordinances or parts of ordinances in conflict herewith, be, and the same are hereby repealed.

SECTION 4. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by a Court or competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of said Ordinance.

SECTION 5. This ordinance shall take effect upon its final reading by the City Commission of the City of Wildwood.

DONE AND ORDAINED this ____ day of _____, 2010, by the City Commission of the City of Wildwood, Florida.

SEAL

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA

ATTEST: _____
Joseph Jacobs, City Clerk

Ed Wolf, Mayor

First Reading: _____

Second Reading: _____

Approved as to form:

Jerri A. Blair, City Attorney



1 inch = 1,000 feet

Wildwood, Florida

Small Scale Comprehensive Plan Amendment

Existing Land Use

US 301

D32=148

CR 462

- | | |
|---|--|
| <ul style="list-style-type: none"> County Boundary Wildwood City Boundary D32=148 Major Roadways Wildwood FLUJ <ul style="list-style-type: none"> Agricultural - 5 Agricultural - 10 Conservation Recreation Low Density Residential Low Medium Density Residential Medium Density Residential Medium-High Density Residential High Density Residential Residential, Institutional, Office Residential Mixed Use Mobile Home Park Public Facilities Commercial Industrial Oxford Neighborhood Mixed Use Oxford Residential Mixed Use Oxford Neighborhood Commercial Central Mixed Use Commercial Center Mixed Use Employment Center Neighborhood Mixed Use Business Park Mixed Use South Wildwood Neighborhood Mixed Use Wildwood Springs DR Landstone DR The Villages of Wildwood DR | <p>Legend</p> <p>Sumter County FLUJ</p> <ul style="list-style-type: none"> Agricultural, one unit per ten acres Conservation Rural Residential, one unit per acre Low Density Residential, Two units per acre Medium Density Residential, Four units per acre High Density Residential, Six units per acre Commercial Industrial Municipalities Public, Institutional, Educational Mixed Use Overlay-subject to restrictions Mixed Use, subject to Development Order NULL |
|---|--|



1 inch = 1,000 feet

Wildwood, Florida

Small Scale Comprehensive Plan Amendment
Proposed Land Use

US 301

D32=148

CR 462

- | | |
|--|---|
| <ul style="list-style-type: none"> County Boundary Wildwood City Boundary D32=148 Major Roadways Wildwood FLU Agricultural - 5 Agricultural - 10 Conservation Recreation Low Density Residential Low Medium Density Residential Medium Density Residential Medium High Density Residential High Density Residential Residential, Institutional, Office Residential Mixed Use Mobile Home Park Public Facilities Commercial Industrial Oxford Neighborhood Mixed Use Oxford Residential Mixed Use Oxford Neighborhood Commercial Central Mixed Use Commercial Center Mixed Use Employment Center Neighborhood Mixed Use Business Park Mixed Use South Wildwood Neighborhood Mixed Use Wildwood Springs DRI Landstone DRI The Villages of Wildwood DRI | <p>Legend</p> <p>Sunstar County FLU</p> <ul style="list-style-type: none"> Agricultural: one unit per ten acres Conservation Rural Residential: one unit per acre Low Density Residential: Two units per acre Medium Density Residential: Four units per acre High Density Residential: Six units per acre Commercial Industrial Municipalities Public, Institutional, Educational Recreation Mixed Use Overlay-subject to restrictions Mixed Use-subject to Development Order NULL |
|--|---|

Agenda
First CDBG Public Hearing
City of Wildwood
October 25, 2010

1. Open First Public Hearing

2. Purpose of Hearing:

The purpose of the First Public Hearing is to obtain views from the public on what the City's community development needs are and to identify whether any of the identified needs can be met with the use of funds from the Community Development Block Grant program.

A hand out will be provided that describes the CDBG program.

3. Request comments from the public

4. Close public hearing

MEMORANDUM

TO: Attendees at the CDBG First Public Hearing

From: City of Wildwood

Date: October 25, 2010

Re: City of Wildwood-- Florida Small Cities
Community Development Block Grant

There are four categories of funds available under the Community Development Block Grant (CDBG) Program. Each is designed to address local needs and benefit low to moderate-income persons. A summary of each grant category is provided below.

(1) Housing Rehabilitation (HR)

Substandard housing occupied by income eligible households may be rehabilitated with CDBG funds to meet code requirements. Both owner occupied and rental housing may be included. Dilapidated housing may be demolished and cleared, and financing is provided to the displaced occupants for replacement housing.

(2) Neighborhood Revitalization (NR)

This category is primarily for CDBG funded water and sewer improvements (including sewer hook-ups) in low/moderate income neighborhoods. CDBG funds can also be used for street paving, drainage improvements and to acquire land to be used as a site for low/moderate income housing.

(3) Commercial Revitalization (CR)

CDBG Commercial Revitalization funds are used to improve storefronts and public facilities in the downtown area. Eligible projects include parking facilities, drainage, street paving, sidewalks, lighting, recreation facilities and water & sewer facilities.

(4) Economic Development (ED)

CDBG Economic Development funds are available to local governments as grants to provide new or expanding businesses with infrastructure such as access roads, and water/ sewer facilities that the business needs to begin operations. New jobs must be provided or existing jeopardized jobs retained. At least 51% of the new jobs created must be made available to low/moderate income persons.

The City is eligible to receive up to \$700,000. The City will hear comments on community development needs at this First Public Hearing. The CDBG grant application deadline is November 17, 2010.

At a 2nd public hearing (which is scheduled for November 8, 2010) the public will be offered an opportunity to review and comment on the proposed grant application. The City Commission will review the comments made at all public hearings and revise the grant application if needed.

Local Citizens will be represented during the application design phase by the Citizen Advisory Task Force (CATF) which has been appointed by the City Commission. The CATF will review the draft application prior to submission to the City Commission and prior to the 2nd public hearing.

TRAINING MATERIALS

City of Wildwood Fair Housing Workshop for the General Public and Elected Officials

October 25, 2010

Fair Housing Meeting Agenda

City of Wildwood
Fair Housing Workshop the General Public
and Elected Officials

October 25, 2010

1. Open Meeting
2. Comments on Fair Housing

The purpose of this meeting is to provide information about fair housing regulations and practices to Fair Housing Workshop the General Public and Elected Officials. Attendees are asked to sign an attendance sheet for this meeting.

- a. Provide overview of the Fair Housing Act (see Fair Housing Act Overview)
- b. Provide examples of housing discrimination (see housing discrimination examples)
- c. Describe information sources to learn more about fair houses (see attached Fair Housing Information Sources).

3. Ask for comments and questions and then close meeting.

The Fair Housing Act: A General Overview

Overview

Title VIII of the Civil Rights Act of 1968 is otherwise known as the Fair Housing Act. It states that you cannot be discriminated against in any type of housing related transaction because of your Race, Gender, Religion, National Origin or Color. This Act was amended in 1988 to include Familial Status (i.e. the presence of children under the age of 18 in a family) and Handicap.

What Housing is covered?

All single family homes are covered by the act when they are owned by private persons and a real estate broker is used and all single family homes owned by corporations or partnerships regardless of whether a broker is used. All Multifamily dwellings are covered by the Act, including townhouse and condominium communities. There are two exceptions to this rule. The first is called the "Mrs. Murphy's exemption." This exemption states that if the dwelling has four or less units and the owner lives in one of the units, it is exempt from the Fair Housing Act. The second is for qualified senior housing which is exempt only from the Familial Status provision of the act. To be a qualified senior community you must meet the following standards: Either 100% of the community is 62 or older, or 80% of the households have at least one resident 55 or older. None of this housing is exempt from section 804(c) of the Act which states that you cannot make, print or publish a discriminatory statement. Any exempt housing that violates 804(c) has lost that exemption and can be held liable under the Act.

Under the Fair Housing Act, it is against the law to:

Refuse to rent or sell housing

Refuse to negotiate for housing

Make housing unavailable or deny that housing is available

Set different terms, conditions or privileges for the sale or rental of housing

Advertise in a discriminatory way

Blockbust -- persuade owners to sell or rent by telling them that minority groups are moving into the neighborhood

Deny or make different terms or conditions for a mortgage, home loan, home insurance, or other real estate related transaction

Threaten, coerce or intimidate anyone exercising a fair housing right or assisting others in exercising those rights

EXAMPLES OF HOUSING DISCRIMINATION

“Sorry, we just rented that apartment.”

And you know the apartment is still available. You have the legal right to view or rent an apartment. A landlord can not discriminate against you because of race, color, religion, sex, national origin, disability, or family status. Families can be excluded from complexes for older persons.

“Only 3 people are allowed in a 2 bedroom apartment.”

Discrimination against families with children is against the law. You can not be denied housing simply because you have children. The law protects families with children, legal guardians, pregnant women, and people obtaining legal custody of children through means such as adoption.

“Do you have someone who takes care of you?”

Discrimination against someone with a disability is illegal. If you or someone living with you has a physical or mental disability the law protects you against housing discrimination. These disabilities include: hearing, mobility and visual impairments, epilepsy, cerebral palsy, chronic alcoholism, chronic mental illness, AIDS, AIDS related complex, and mental retardation. Discrimination against such individuals or families is a direct violation of state and federal fair housing laws. Furthermore, if necessary, the landlord must allow you to make physical changes to your apartment. However, the landlord is not required to pay for the changes.

Housing Information Sources

1. (e) TIMED ITEMS CDBG Project – Fair Housing meeting (Elected Officials and the Public) to provide information about fair housing regulations and practices

HUD Website:

U.S. Department of Housing and Urban Development
Quick Reference Web Page
Website: <http://www.hud.gov/busquick.html>

HUD Hotlines:

Fair Housing Information Clearinghouse
800-343-3442
800-290-1617 TTY

Housing Discrimination Hotline
Information on Fair Housing rights. Complaint information provided. Complaints in English and Spanish can be recorded over the phone.
800-669-9777
800-927-9275 TTY

Multifamily Housing Clearinghouse
Assists local residents, resident councils, nonprofit groups, housing authorities and HUD offices on issues such as resident rights and programs for the elderly and disabled. Provides application packets for these programs.
800-685-8470

Single Family Housing
Refers consumers interested in the HUD Preforclosure Sale Program to their lenders for information on HUD's provision allowing homeowners with FHA insured mortgages the opportunity to sell their homes at less than the amount owed to the mortgage company.
800-800-3088

Office of Manufactured Housing Voice Mail System
Consumer complaint line, with calls returned within 24 hours.
800-927-2891

HUD USER
800-245-2691

Directives Ordering Desk
Distributes HUD policy documents, handbooks, etc.
800-767-7468

2. **REPORTS AND PUBLIC INPUT**

- **SPECIAL PRESENTATION:** None at this time

(a) **CITY MANAGER:**

NOTES: (2.f.)

None

REPORTS: (2.f.)

(See “f” below)

(b) **CITY ATTORNEY:**

(1)

(c) **CITY CLERK:**

(1)

(d) **COMMISSION MEMBERS:**

(1)

(e) **PUBLIC FORUM:**

(1)

(f) **NOTES/REPORTS/FILED ITEMS:**

1. Utility Projects Update from Kimley-Horn & Associates
(NO Attachment)
2. Litigation Update (NO Attachment)
3. Fiber Update (NO Attachment)
4. Online Bill Pay Update (NO Attachment)
5. HVAC System Repair Update (NO Attachment)
6. Osceola Ave Purchase Update (NO Attachment)
7. H.R. Hire Update (NO Attachment)

CITY OF WILDWOOD
UTILITY PROJECTS MEETING NOTES
KIMLEY-HORN
October 19, 2010
9:30 a.m.

1. Chapel of Christian Faith: No updates
2. Sumter County Annex Building: Utility project is complete. Waiting on final invoice from the Villages.
3. Rainey Land Company: Final inspection completed, needs CO.
4. Legacy Park/Peppertree: Final inspection due in 30 days. Robert is working on the compactor issue.
5. HIP 5th Street: SWFWMD certifications are still outstanding. Site is not being maintained.
6. Gamble Street Drainage Project: Gene and Dave to finalize the sidewalk, benches and landscaping.
7. Millennium Park/CR 139: Punch list from final inspection still not completed.
8. US 301 Wastewater line cleaning: On-hold
9. Pitt and Stone / Osceola drainage projects: Commission approved contingent purchase of Osceola lots. Dave to call Russell Rankin and try to get verbal permission to start soil testing and survey work.
10. Triumph South: Developer agreement sent to Sebastian Mizzi and we are waiting for the signed copy to be returned with a check. Reuse line is installed to the site but needs pressure testing.
11. Dollar General: Project is complete.
12. CR 466A Utility Construction: Outstanding issues with invoices from the Villages because the City was charged for materials. Dave sent the signed agreement to Tommy McDonough for review.
13. Champagne Farms Well: Phase 1 is complete and final inspected. Need to schedule a meeting with BFA to discuss status of Phase 2 (Treatment plant).
14. US 301 / SR 35 Widening Project: Utility conflicts have been resolved.

15. Kangaroo Station US / CR 472: Project is in final stages of review. There are issues with FDOT drainage that will need to be resolved and may require changes to the site plan.
16. Murphy Express: Currently under construction.
17. LDR technical updates: Ongoing. The Water and Waste Water manual drafts should be complete by the end of the month.
18. Coleman Fire Station: Agreement signed by City and County. Robert, Pete, Ron and Dave to meet with Rick to discuss project design and permitting.
19. Prison Force Main: No pressure spikes noted.
20. Fire Flow Analysis for CRA and Modeling of existing Water Pressures: Rick provided Robert with a scope of services for review.
21. Reuse Water Rate Study: On hold.
22. Valve Maintenance and Locate Program: Continuing.
23. Additional Well at Oxford Re-pump Station (CR214): Lewis with K-H is waiting on a response from SWFWMD.
24. Storm drainage fee study: Robert to discuss with Rick.
25. Emergency Coleman / Wildwood Water System Feasibility & Cost: Waiting on information from City of Coleman.
26. Wildwood Country Resort: Rick will be providing costs to replace the water mains.
27. DEP parcel on High Street: Waiting on purchase contract from FDEP for \$900.00. CW Roberts, Waste Management and others have offered to assist in construction of proposed "Tot Lot".
28. Oxford Assembly of God water pressures: Lewis and Ron have met to discuss possible solutions. Ron is getting quotes.
29. Brownfield designation for MLK Park: K-H has a staff person who specializes in Brownfield projects. Rick can arrange a meeting to discuss the issues and possibilities.
30. CR 466A Widening project: Added to project list.

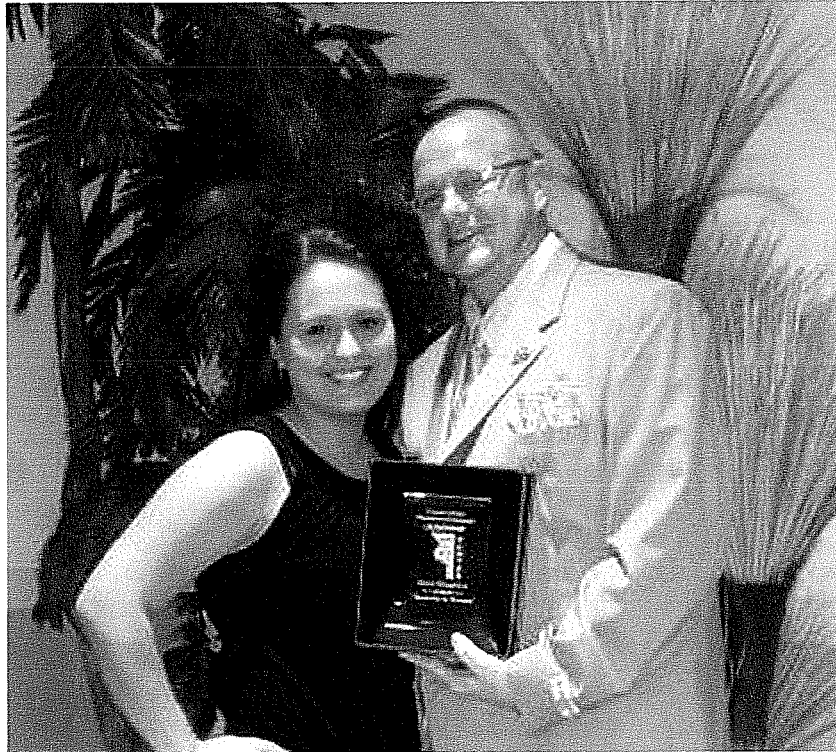
2. REPORTS & PUBLIC INPUT

(f.8.) FYI – Congratulation to Jason Hargrove, City's Parks & Recreation Coordinator, who graduated from the Sumter County Leadership Program on October 21, 2010, in which he has participated for the last year – any employee interested in this program please contact the City Manager, Robert Smith

Congratulations!

to

Jason Hargrove



who graduated from the
Sumter County Leadership Program.
October 21, 2010

If any city employee is interested in this program
for the upcoming year - please get in touch with
the City Manager.....Robert Smith.....

3. NEW BUSINESS – ACTION REQUIRED

a. MINUTES

1. Minutes of Regular Meeting held on October 11th, 2010 (Attachments – Staff recommends approval)

b. ORDINANCES FIRST READING ONLY (READ ONLY – NO VOTE)

1. Ordinance No. O2010-25, an ordinance designating the segment of CR142 from Wildwood Avenue to Powell Road as Broken Oak Drive and designating the segment from CR144 from Huey St. to Powell Road as Huey Street (Attachment – Staff Recommends Approval)

c. RESOLUTIONS FOR APPROVAL:

1. None

d. APPOINTMENTS

1. Appointment requested of Wildwood's Winter Wonderland committee (Attachments – Staff Recommends Approval)

e. CONTRACTS AND AGREEMENTS

1. Review/approval requested for the TDC (Tourist Development Council) grant application for the purpose of funding the Wildwood Winter Wonderland festival (which is currently pending commission approval) (Attachments – Staff Recommends Approval)
2. Facility Use Agreement request from Wildwood Winter Wonderland Committee for use of the Wildwood Community Center (Attachments – Staff Recommends Approval)
3. Contract for Sale & Purchase from FDEP for the 0.12 parcel of land on High Street (approval for Mayor to execute) (Attachments – Staff Recommends Approval)

f. FINANCIAL

1. Bills for Approval (Attachments – Staff Recommends Approval)

g. GENERAL ITEMS FOR CONSIDERATION

1. Discussion/approval of rate structure for use of the Martin Luther King, Jr., Outreach Center (Attachments – Staff Recommends Approval)
2. Discussion/decision on how to proceed with upcoming city election – CA recommendation (Attachments – Staff Recommends Approval)
3. Discussion/approval requested to receive quotes for modifications to the CR214 Re-pump Station (Attachments – Staff Recommends Approval)

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA
REGULAR MEETING
OCTOBER 11, 2010 – 7:00 P.M.
CITY HALL COMMISSION CHAMBER

The City Commission of the City of Wildwood, Florida met in Regular session October 11, 2010 at 7:00 p.m.

Present were: Mayor Wolf, Commissioners Clark, Allen and Strickland. Also present were: City Manager Smith, City Clerk Jacobs, City Attorney Blair, Police Chief Reeser, AVT Law, Development Service Director Peavy, CRA Analyst/Planner Grimm.

The meeting was called to order by Mayor Wolf, with the invocation by Commissioner Allen and the audience joining in the Pledge of Allegiance to the American Flag.

1. TIMED ITEMS AND PUBLIC HEARINGS

7:00 p.m. Public Hearings

DSD Peavy was sworn in for all public hearings.

- a. Ordinance No. O2010-16 – an ordinance proposing a small scale land use amendment for Quadventure, LLC (Attachments – Staff Recommends Approval)

Read by title only. No comments received from the Public.

Motion by Commissioner Allen, second by Commissioner Strickland that Ordinance O2010-16: An Ordinance Of The City Of Wildwood Florida; Proposing A Small Scale Land Use Amendment To The Adopted Local Comprehensive Plan And Future Land Use Map In Accordance With The Growth Management Act Of 1985, As Amended; Providing For Codification; Providing For Conflict; And Providing For An Effective Date: be adopted on second final reading. Motion carried by unanimous vote.

- b. Ordinance No. O2010-17 – an ordinance proposing a small scale land use amendment for the COW future Police Station (Attachments – Staff Recommends Approval)

Read by title only. No comments received from the Public.

Motion by Commissioner Clark, second by Commissioner Strickland that Ordinance No. O2010-17: An Ordinance Of The City Of Wildwood Florida; Proposing A Small Scale Land Use Amendment To The Adopted Local Comprehensive Plan And Future Land Use Map In Accordance With The Growth Management Act Of 1985, As Amended; Providing For Codification; Providing For Conflict; And Providing For An Effective Date: be adopted on second final reading. Motion carried by unanimous vote.

- c. Ordinance No. O2010-19 – an ordinance providing for the voluntary annexation of certain real property contiguous to the city limits of Wildwood (Lenard Powell

Prop, LLC) (see also Ord. O2010-20) (Attachments – Staff Recommends Approval)

Read by title only. No comments received from the Public.

Minutes
Page 2
October 11, 2010

Motion by Commissioner Strickland, second by Commissioner Allen that Ordinance No. 2010-19: An Ordinance Of The City Of Wildwood, Florida, Providing For The Voluntary Annexation Of Certain Real Property Consisting Of Approximately 1.12 Acres Being Generally Located On The East Side Of The City; In Section 8, Township 18 South, Range 23 East; Which Is Contiguous To The City Limits Of The City Of Wildwood, Florida; Providing That The Property Annexed Shall Be Subject To All Laws And Ordinances Of The City Of Wildwood As If Such Territory Had Been A Part Of The City Of Wildwood At The Time Of Enactment Of Said Laws And Ordinances; Providing That The Annexed Property Shall Be Responsible And Held Liable For Their Proportionate Share Of The Existing And Future Indebtedness Of The City Of Wildwood; Providing That Section 1-14 Of The City Of Wildwood Code Of Ordinances Is Amended To Include The Annexed Property; And Providing An Effective Date: be adopted on second final reading. Motion carried by unanimous vote.

- d. Ordinance No. O2010-20 – an ordinance providing for the voluntary annexation of certain real property contiguous to the city limits of Wildwood (The Villages of Lake-Sumter, Inc.) (see also Ord. O2010-19) (Attachments – Staff Recommends Approval)

Read by title only. No comments received from the Public.

Motion by Commissioner Allen, second by Commissioner Strickland that Ordinance No. O2010-20: An Ordinance Of The City Of Wildwood, Florida, Providing For The Voluntary Annexation Of Certain Real Property Consisting Of Approximately 3.59 Acres Being Generally Located On The East Side Of The City; In Section 8 And 9, Township 18 South, Range 23 East; Which Is Contiguous To The City Limits Of The City Of Wildwood, Florida; Providing That The Property Annexed Shall Be Subject To All Laws And Ordinances Of The City Of Wildwood As If Such Territory Had Been A Part Of The City Of Wildwood At The Time Of Enactment Of Said Laws And Ordinances; Providing That The Annexed Property Shall Be Responsible And Held Liable For Their Proportionate Share Of The Existing And Future Indebtedness Of The City Of Wildwood; Providing That Section 1-14 Of The City Of Wildwood Code Of Ordinances Is Amended To Include The Annexed Property; And Providing An Effective Date: be adopted on second final reading. Motion carried by unanimous vote.

2. REPORTS AND PUBLIC INPUT

- a. City Manager
 - 1) High Street Property – FDEP will be sending a contract for \$900, which will probably be brought to the Commission at the next meeting.
 - 2) CR 462 and CR 466 – PD&E studies meeting to be held at the Community Center on October 13, beginning at 3:30. Will confirm the time.
 - 3) County Service Center will open on October 25. Walking tours to begin at 4:00, but will confirm time.
 - 4) Received call regarding water pressure at the Oxford Assembly of God. Have talked with Water Director with issues to be resolved as soon as possible.
 - 5) Utility Coordination meeting on October 19 and this will be one of the issues for discussion. There was an issue at Peppertree, which was resolved.

Minutes
Page 3
October 11, 2010

Understands there was an issue between the previous City Manager and the Engineer regarding the design of the 214 plant. Because of a design defect there were fire flow issues, which were resolved. Now having pressure issues as well. Kimley-Horn has provided a scope of services of how to expand to enhance the flows of the water system especially in the downtown area.

- b. City Attorney - None
- c. City Clerk - None
- d. Commission Members - None
- e. Public Forum (10 minute time limit)
 - 1) Steve Stone – Wildwood County Resort, member of HOA. Veteran residents dissatisfied with water situation. Read letter for record, which referred to transition of water and sewer to the City of Wildwood. City indicated that residents could call the City with any water and sewer problems. Leaks, locations and other problems are being called to the City and being told the City knows about the problems, but nothing is being done.

Mr. Stone noted that he rode through the park and knows the City is working at different locations. Noted that he heard the system was sub-standard when the City took it over.

CM Smith – indicated this issue was addressed at the Utility Coordination meeting and Kimley-Horn has identified areas where there are constant issues where the lines are to be replaced. If they have trouble getting in touch with the Water Director, call the City Manager.

- f. Notes, Reports, and items for the file as attached
Reports noted.

3. NEW BUSINESS – ACTION REQUIRED

a. MINUTES

- 1) Minutes of Regular Meeting held on September 28, 2010 (Attachments – Staff recommends approval)

Motion by Commissioner Strickland, second by Commissioner Allen to approve the minutes of September 28, 2010 as typed. Motion carried by unanimous vote.

b. ORDINANCES FIRST READING ONLY (READ ONLY – NO VOTE)

- 1) First reading of Ordinance No. O2010-21, an ordinance proposing a small scale land use amendment for Lenard Powell Properties, LLC (Attachments – Staff Recommends Approval)
- 2) First reading of Ordinance No. O2010-22, an ordinance proposing a small scale land use amendment for The Villages of Lake-Sumter, Inc. (Attachments – Staff Recommends Approval)
- 3) First reading of Ordinance No. O2010-24, an ordinance proposing a small scale land use amendment for Kelly and Stephanie Lenhart (Attachments – Staff Recommends Approval)

Ordinance Nos. O2010-21, O2010-22 and O2010-24 were read by title only by Mayor Wolf.

DSD Peavy – noted that O2010-24 is for property that a Land Use Amendment was done in 2008. Discovered that the Ordinances were never advertised and there was a typo that it was going from Industrial to Commercial and instead it went from Industrial to Commercial.

c. RESOLUTIONS FOR APPROVAL:

None

d. APPOINTMENTS

1) None

e. CONTRACTS AND AGREEMENTS

1) Discussion/Approval requested for the Lease Agreement with Dixie Youth Baseball regarding the storage building at Millennium Park (Attachment – Staff Recommends Approval)

Motion by Commissioner Strickland, second by Commissioner Clark to approve Lease Agreement with WDYL. Motion carried by unanimous vote.

2) Discussion/Approval requested for the Fire Station 33 (Coleman) Utility Agreement between the City of Wildwood and Sumter County (Attachments – Board Option)

CM Smith – County to pay entire cost for the line.

Motion by Commissioner Allen, second by Commissioner Clark to approve the Developer's agreement. Motion carried by unanimous vote.

f. FINANCIAL

1) Bills for Approval (Attachments – Staff Recommends Approval)

Motion by Commissioner Strickland, second by Commissioner Clark to pay the bills. Motion carried by unanimous vote.

2) Selection of best quote for the Boundary Survey of the future police headquarters (Attachments – Staff Recommends Approval)

Motion by Commissioner Allen, second by Commissioner Strickland to accept the recommendation of staff and award to low bidder – A Duchart Land Surveying for \$2000. Motion carried by unanimous vote.

g. GENERAL ITEMS FOR CONSIDERATION

1) Discussion/approval of road closures for Wildwood High School Homecoming Parade (Attachments – Board Option)

Same route as in past.

Motion by Commissioner Clark, second by Commissioner Strickland to approve route for Homecoming Parade. Motion carried by unanimous vote.

Minutes
Page 5
October 11, 2010

- 2) Discussion/approval for staff to seek quotes for a physical assessment survey, from a professional engineer, of the City Hall HVAC system (Attachments– Staff Recommends Approval)

Motion by Commissioner Allen, second by Commissioner Clark to approve and to place on fast track. Motion carried by unanimous vote.

4. ADJOURN:
Upon a motion by Commissioner Strickland, second by Commissioner Allen the meeting was adjourned.

~~~~~  
Mayor Wolf reconvened the Commission as the Community Redevelopment Agency.

5. RECONVENE AS MEMBERS OF THE CRA ( Community Redevelopment Agency)  
1. Potential purchase of Osceola Ave properties to mitigate storm water flooding (Attachments – Staff Recommends Approval)

CM Smith – Appraisal came out at \$45,000. First offer to Rankins was at \$12,666.66 per parcel. If approved by the Commission, the contract will be drafted by the City Attorney with the three conditions that are listed, that the City will not purchase unless the property can be used for drainage issues.

Motion by Commissioner Strickland, second by Commissioner Clark to authorize City Manager to work with the Rankins and to with three conditions reflected and approve offering \$40,500 gross proceeds. Motion carried by unanimous vote.

6. ADJOURN OF CRA  
Upon a motion by Commissioner Clark, second by Commissioner Strickland the meeting of the CRA was adjourned.

SEAL

CITY OF WILDWOOD, FLORIDA  
CITY COMMISSION

ATTEST: \_\_\_\_\_  
Joseph Jacobs, City Clerk

\_\_\_\_\_  
Ed Wolf, Mayor



# CITY COMMISSION OF THE CITY OF WILDWOOD

## EXECUTIVE SUMMARY

**SUBJECT:** Road Name Changes

Approval of Ordinance O2010-25 renaming sections of Huey Street and Broken Oak Drive

**REQUESTED ACTION:**

- ☐ Work Session (Report Only)  
☐ Regular Meeting

**DATE OF MEETING:** 10/25/10  
☐ Special Meeting

**CONTRACT:**

☐ N/A  
Effective Date: \_\_\_\_\_  
Managing Division / Dept: \_\_\_\_\_

Vendor/Entity: \_\_\_\_\_  
Termination Date: \_\_\_\_\_

**BUDGET IMPACT:** \_\_\_\_\_

- ☐ Annual  
☐ Capital  
☐ N/A

**FUNDING SOURCE:** \_\_\_\_\_  
**EXPENDITURE ACCOUNT:** \_\_\_\_\_

**HISTORY/FACTS/ISSUES:**

Per the Joint Planning Agreement with Sumter County, "All non-"Regionally Significant" County roads within the MSA shall become roads under the City's jurisdiction, ownership and maintenance responsibility by segment upon annexation of at least 51% of the linear footage on both sides of the road segment.

The sections of CR 142 from Wildwood Avenue to Powell Road and of CR 144 from the end of Huey Street to Powell Road are now roads under the City's jurisdiction. Therefore, the segments of County Roads 142 and 144 will now be officially assigned the City Road names of Broken Oak Drive and Huey Street.

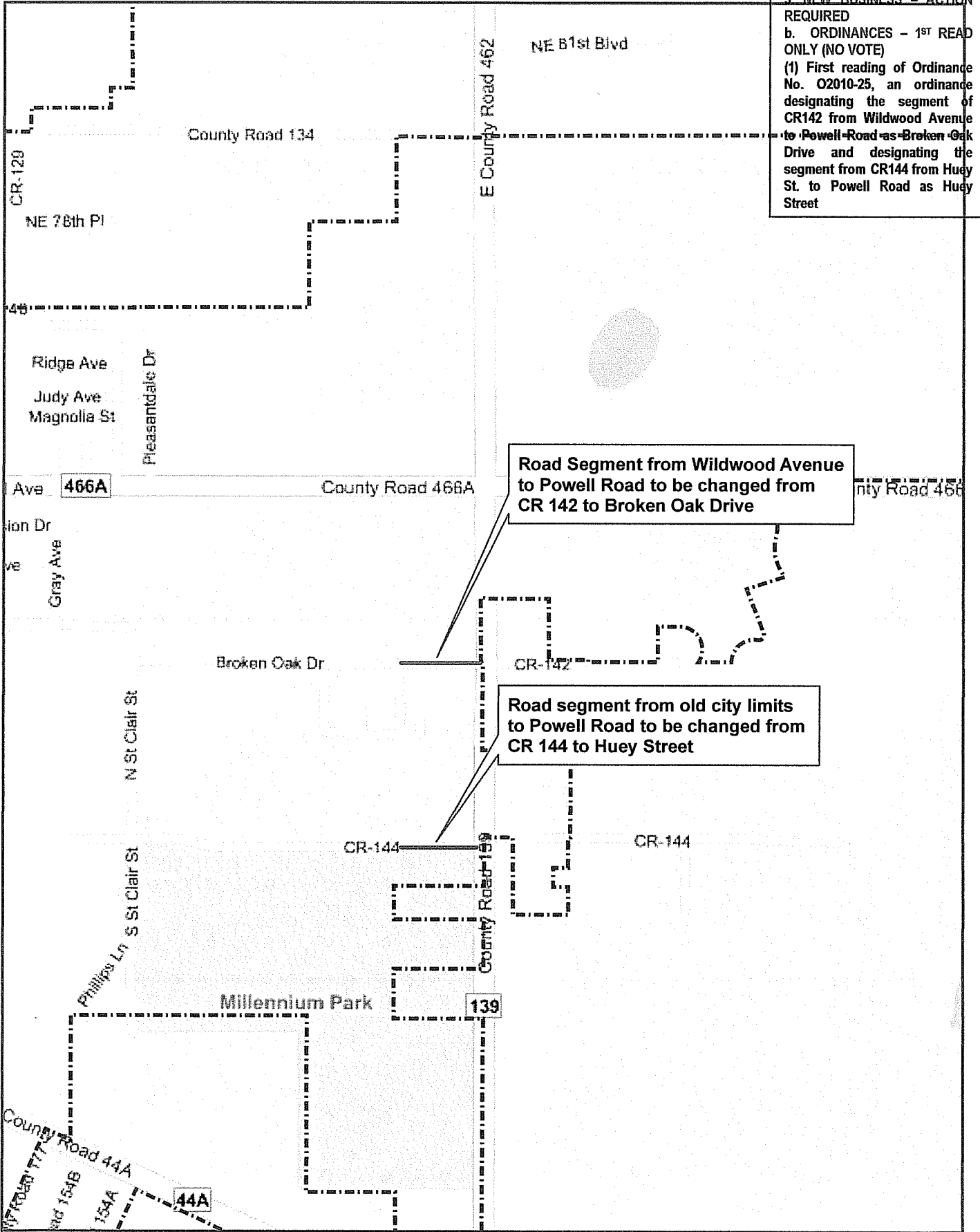
Two homeowners on CR 144 and two homeowners on 142 have been affected by the road name changes. Their addresses have been reassigned by Sumter County addressing and 911 departments and the homeowners have been made aware of the changes.

Thank you.

Melanie Peavy  
Development Services Director

3. NEW BUSINESS - ACTION  
REQUIRED  
b. ORDINANCES - 1<sup>ST</sup> READ  
ONLY (NO VOTE)  
(1) First reading of Ordinance  
No. O2010-25, an ordinance  
designating the segment of  
CR142 from Wildwood Avenue  
to Powell Road as Broken Oak  
Drive and designating the  
segment from CR144 from Huey  
St. to Powell Road as Huey  
Street

**3. NEW BUSINESS - ACTION REQUIRED**  
b. ORDINANCES - 1<sup>ST</sup> READ ONLY (NO VOTE)  
(1) First reading of Ordinance No. O2010-25, an ordinance designating the segment of CR142 from Wildwood Avenue to Powell Road as Broken Oak Drive and designating the segment from CR144 from Huey St. to Powell Road as Huey Street



Road Segment from Wildwood Avenue to Powell Road to be changed from CR 142 to Broken Oak Drive

Road segment from old city limits to Powell Road to be changed from CR 144 to Huey Street

ORDINANCE NO. O2010-25

AN ORDINANCE OF THE CITY OF WILDWOOD, FLORIDA, DESIGNATING THE SEGMENT OF COUNTY ROAD 142 FROM WILDWOOD AVENUE TO POWELL ROAD AS BROKEN OAK DRIVE; DESIGNATING THE SEGMENT OF COUNTY ROAD 144 FROM HUEY STREET TO POWELL ROAD AS HUEY STREET; PROVIDING FOR CONFLICT; PROVIDING FOR AN EFFECTIVE DATE.

BE IT ENACTED AND ORDAINED, by the City Commission of Wildwood, Florida as follows:

SECTION 1. The segment of County Road 142 from Wildwood Avenue to Powell Road shall be and is hereby designated Broken Oak Drive.

SECTION 2. The segment of County Road 144 from the road currently designated Huey Street to Powell Road shall be and is hereby designated Huey Street.

SECTION 3. The new street names shall be submitted to the 911 coordinator by the City.

SECTION 4. The street signs shall be posted in a manner to comply with 911 requirements.

SECTION 5. All ordinances or parts of ordinance in conflict herewith, be, and the same are hereby repealed.

SECTION 6. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by a Court or competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of said Ordinance.

SECTION 7. Effective Date. This Ordinance shall take effect immediately upon its final adoption by the City Commission.

PASSED AND ORDAINED this \_\_\_\_ day of \_\_\_\_\_, 2010, by the City Commission of the City of Wildwood, Florida.

CITY COMMISSION  
CITY OF WILDWOOD, FLORIDA

(SEAL)

ATTEST: \_\_\_\_\_  
Joseph Jacobs, City Clerk                      Ed Wolf, Mayor

First Reading: \_\_\_\_\_  
Second Reading: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Jerri A. Blair, City Attorney

**CITY OF WILDWOOD  
EXECUTIVE SUMMARY**

|     |                                               |
|-----|-----------------------------------------------|
| 3.  | <b>NEW BUSINESS – ACTION REQUIRED</b>         |
| d.  | Appointments                                  |
| (1) | Wildwood Winter Wonderland Festival Committee |

**SUBJECT:** Appointment of Wildwood Winter Wonderland Committee

**REQUESTED ACTION:** FYI

- ☐ Work Session (Report Only)  
☒ Regular Meeting

**DATE OF MEETING:** 10/25/10  
☐ Special Meeting

**CONTRACT:** ☐ N/A

Effective Date: \_\_\_\_\_

Managing Division / Dept: \_\_\_\_\_

Vendor/Entity: \_\_\_\_\_

Termination Date: \_\_\_\_\_

**BUDGET IMPACT:** \$0

- ☐ Annual  
☐ Capital  
☒ N/A

**FUNDING SOURCE:** \_\_\_\_\_

**EXPENDITURE ACCOUNT:** \_\_\_\_\_

---

**HISTORY/FACTS/ISSUES:**

Mayor and Commission,

The previous committee that oversaw the Wildwood Winterfest has dissolved and a new committee of volunteers has been created. These volunteers approached the City in order to start a new event by the name of Wildwood Winter Wonderland. The event would be similar to Wildwood Winterfest with several changes. Since this is a not for profit event and the City is looking to receive Tourist Development Funds, I would ask the Commission to appoint those named on the attached list as members of a newly established Wildwood Winter Wonderland Committee. The Committee will be supervised by the City Manager and Parks & Recreation Coordinator.

Regards,

Robert Smith

---

# **WINTER WONDERLAND COMMITTEE**

Barbara Kane-  
Roger Kane-  
Chris Maggio-  
Melanie Maggio-  
Joe Capporelli-  
Tammie Martin-  
Rose Davis -  
Don Orem-

Team Leader, Rides  
Parade, Security  
Logistics, Food Concessions  
Command Center  
Entertainment, Liaison with Veteran, Parking  
BBT Bank, Financial, Command Center  
Advertisement, Promotion  
Sponsorship

**CITY OF WILDWOOD  
EXECUTIVE SUMMARY**

3. NEW BUSINESS-ACTION  
REQUIRED e. Contracts and  
Agreements 1. Review/approval  
requested for the TDC (Tourist  
Development Council) grant  
application for the purpose of  
funding the Wildwood Winter  
Wonderland festival (which is  
currently pending commission  
approval)

**SUBJECT:** Wildwood Winter Wonderland TDC Grant Application

**REQUESTED ACTION:** Board Option

☐ Work Session (Report Only)

☒ Regular Meeting

**DATE OF MEETING:**

10/25/10

☐ Special Meeting

**CONTRACT:** ☐ N/A

Effective Date: \_\_\_\_\_

Managing Division / Dept: \_\_\_\_\_

Vendor/Entity: \_\_\_\_\_

Termination Date: \_\_\_\_\_

**BUDGET IMPACT:** \$0

☐ Annual

☐ Capital

☒ N/A

**FUNDING SOURCE:** \_\_\_\_\_

**EXPENDITURE ACCOUNT:** \_\_\_\_\_

---

**HISTORY/FACTS/ISSUES:**

Mayor and Commission,

City staff has been working on different ideas of how to make this year's event cost neutral to the City. Contact was made with several amusement companies to no avail. The companies that put on these types of events were booked, dissolved, or not interested because of previous turnout. The City was then approached by several volunteers that wanted to help coordinate this event at no cost. In order to ensure that this would be a cost neutral event, the City would need to apply for, and be awarded, a Tourist Development Grant.

Tourist Development Council (TDC) funds are used to bring attraction and tourists to the area. The previous event, Wildwood Winterfest, was also awarded funds for this very reason. With the new approach and outlook for this event, City Staff would present to the TDC a plan that would demonstrate the differences from previous events, and how this event will bring more tourists to our area (heads to beds). The grant application to receive funds this year was due on October 8<sup>th</sup>. City staff submitted the appropriate paperwork but will not move forward unless there is Commission support.

Regards,

Robert Smith

---

**SUMTER COUNTY  
TOURIST DEVELOPMENT COUNCIL**

**Tourism Grant Guidelines**

C/O Sumter County Board of County Commissioners  
Financial Services Department  
7375 Powell Road  
Wildwood, FL 34785  
Phone: (352) 689-4435  
Fax: 352-689-4436  
TDCadmin@sumtercountyfl.gov



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### MEMBERS OF THE TOURIST DEVELOPMENT COUNCIL

| Member Name          | Sector                                      | Term                    |
|----------------------|---------------------------------------------|-------------------------|
| Chairman Doug Gilpin | Sumter County Board of County Commissioners | 11/01/2006 – 11/01/2010 |
| Brett Hage           | Tourist Industry                            | 04/27/2010 - 11/01/2010 |
| Bob Hunt             | RV/Motel Owner                              | 11/27/2007 – 11/01/2010 |
| Robbie Kellum        | RV/Motel Owner                              | 04/28/2009 – 11/01/2012 |
| Steve Lind           | RV/Motel Owner                              | 11/01/2008 – 11/01/2012 |
| Warren Maddox        | At Large                                    | 10/17/2006 – 11/01/2010 |
| Dan McCormic         | Tourist Industry                            | 10/17/2006 – 11/01/2010 |
| Robby Strickland     | At Large                                    | 01/12/2009 – 11/01/2012 |
| Doug Tharp           | Tourist Industry                            | 01/13/2009 – 11/01/2012 |

## **TOURIST DEVELOPMENT TAX**

### **OBJECTIVE**

The Sumter County Tourist Development Council endeavors to support local organizations in their effort to develop and promote an event by making available special grant funding, provided that the organization has met the requirements of the Application and Reimbursement process.

### **LEGISLATIVE AUTHORITY / TDC HISTORY**

The Florida State Legislature enacted the Local Option Tourist Development Act (Section 125.0104, Florida Statutes) in response to the growing need of Florida counties to provide additional revenue sources for tourist development in an *effort* to stimulate the local economy. In response to this need, the voters of Sumter County approved in 2005, a two (2%) percent tourist development tax on transient rental accommodations. A Tourist Development Council (hereinafter referred to as "TDC") was also created as an advisory Council to the Sumter County Board of County Commissioners (BOCC) in planning ways in which to use the revenue received through the tourist development tax, based on statutory guidelines.

### **REVENUES**

Tourist Development Tax revenues are generated by overnight guests staying in Sumter County RV parks/campgrounds, hotels, motels and condominiums. As a rule, any short term lodging of six months or less is subject to the two percent tax in addition to Sumter County's sales tax. Collections are received through the Florida Department of Revenue and returned to the County on a monthly basis for the County's use. Sumter County places this revenue in a special Tourist Development fund.

### **USE OF REVENUES**

Florida law outlines the proper use of these tax funds. Funds will be allocated as follows:

#### **60% of the annual budget for the following combined categories**

**SPONSORSHIPS** - Major events staged in the county that attract large numbers of visitors from outside the county. Examples would include National and international events or concerts.

**SPECIAL EVENTS** - One day and multi day events sponsored by non-profit Sumter County base organizations, which are open to the Public such as festivals, art shows and historical events. An examples would be the Dade Battlefield Reenactment.

**EVENTS** - Organized tournaments and events that bring participants from outside the county. An example would be the Dixie Youth World Series.

**ADVERTISING AND PROMOTION** - Placement of advertisements and co-op advertising at intra-state, state or county level in magazines, newspapers, radio, ECT. Development and placement of printed publications, brochures, rack cards, web sites, kiosk systems, tourism trade shows, billboards and any type of advertising opportunities for Sumter County. An example would be for general tourism promotion.

#### **40% of the annual budget for the following category**

**CAPITAL IMPROVEMENTS** - Projects within the county to establish new or refurbish existing facilities for recreational activities, cultural events and performances within Sumter County.

**Please read this document carefully. Incomplete or incorrect applications will be returned. Applicants are required to direct all questions regarding their request for funding to the BOCC Financial Services Department, c/o the Sumter County Board of County Commissioners at phone number (352) 689-4435.**

**SUMTER COUNTY TOURIST DEVELOPMENT COUNCIL  
TOURIST DEVELOPMENT FUND GRANT REQUEST**

- **PURPOSE** - The Sumter County Tourist Development Council (TDC) was established to promote tourism and attract tourists to Sumter County. As such, the TDC allocates a portion of the tourist development tax revenue for grants to support events that further the purposes of the TDC by promoting tourism. This document sets forth the guidelines and categories for grant requests from tourist development tax funds. Grant applications will be accepted from organizations that will sponsor and promote tourism activities within Sumter County, bring substantial numbers of tourists/visitors to the County and promote overnight bed stays within the County. Tourism Development funds must be matched with other funding sources and must not be the sole source of income.
- **GRANT FUNDS** - TDC grants are intended to assist an organization with event startup costs, not supplant it. Organizations are encouraged to become self-sufficient after a period of three years. If an organization received funds for a period of three years, funding levels will be decreased by 50% each year thereafter; however, the Board of County Commissioners has the final discretion regarding this policy and may waive this requirement on a case by case basis.
- Representatives of the Organization submitting an application for grant funds will be invited to make a personal presentation at the Sumter County TDC meeting as scheduled on Page 5.
- If recommended for funding, the Organization Official indicated on the grant application will be notified. The Organization Official will be required to sign an "Acceptance of Funding" form, assuring the TDC that they understand the advertising requirements and the reimbursement process. If the "Acceptance for Funding Form" is not signed and followed, reimbursement will not be authorized.
- Upon grant funding approval by the BOCC, a Purchase Order will be issued. Grant expenditures cannot be made until the Purchase Order is approved by the Sumter County Board of County Commissioners. Upon approval, the Financial Services Department will email the applicant a copy of the approved Purchase Order.
- It is the responsibility of the Applicant, if approved, to make sure any reimbursement requests are submitted to the Financial Services Department, Sumter County Board of County Commissioners within forty-five (45) days after the approved event. All supporting and required documentation shall accompany the reimbursement request; otherwise, it will be deemed ineligible for reimbursement.

**Sumter County  
Tourist Development Council  
Submittal and Meeting Schedule  
Fiscal Year 2010-2011**

Meeting dates, times and locations are subject to change and will be noticed in accordance with Florida Statutes.

| Funding Cycle | Application Submittal Deadline Date | TDC Meeting Date | SCBOCC Meeting Date |
|---------------|-------------------------------------|------------------|---------------------|
| 1             | October 8, 2010                     | October 28, 2010 | November 9, 2010    |
| 2             | December 3, 2010                    | January 6, 2011  | January 25, 2011    |
| 3             | March 4, 2011                       | April 7, 2011    | April 26, 2011      |
| 4             | June 3, 2011                        | July 7, 2011     | July 26, 2011       |

**Application Deadline**

- Completed applications must be received no later than 4:00pm Eastern Standard Time (EST) on the Application Submittal Deadline date noted above to be considered in that cycle. Applications may be emailed to [TDCadmin@sumtercountyfl.gov](mailto:TDCadmin@sumtercountyfl.gov), mailed or brought in person to the Sumter County Board of County Commissioners offices located at The Villages Sumter County Service Center, 7375 Powell Road, Second Floor, Wildwood, FL 34785.
- Applications failing to meet the deadline will not be considered for funding in that cycle and will be returned to the sponsoring organization. Applicants missing the deadline may reapply during the next funding cycle.
- All application submittals will be reviewed by the BOCC Financial Services Department to determine the application package is complete, basic eligibility has been met, and applicant conforms to requirements as listed in Section 125.0104, Florida Statutes.

**DEADLINES ARE STRICTLY ADHERED TO. THE OFFICIAL TIME WILL BE THE US NAVAL OBSERVATORY MASTER CLOCK TIME <http://tycho.usno.navy.mil/simpletime.html>. A DATED POSTMARK WILL NOT BE ACCEPTED AS ACTUAL RECEIPT.**

**Oral Presentations**

- Presentations by applicants may be given on the TDC Meeting Date corresponding to the applicable Funding Cycle Date followed by a question and answer period. As the TDC may have questions of the applicant, it is advised an organization representative be available during the meeting.
- Presentation appointments may be scheduled with the BOCC Financial Services Department during the two weeks following the Application Submittal Deadline Date. Appointments will be scheduled on a first-come, first-served basis.

At the applicable TDC meeting (see Submittal and Meeting Schedule), the TDC will meet to evaluate each application to determine what economic value, if any, the event provides to Sumter County. Only requests having a substantial economic impact on the County by promoting tourism and creating overnight stays will receive further consideration.

The Sumter County Board of County Commissioners, at its discretion, may approve or reject any application regardless of recommendations by the TDC.

NOTE: All materials/documentation submitted with the grant application will become a matter of public record, open to inspection by any citizen of the State of Florida subject to Chapter 119, Florida Statutes.

## FINANCIAL GUIDELINES

Tourist Development Tax grants will provide funds for up to 50% of the budget for the total costs of an approved event, up to a maximum amount recommended by the Tourist Development Council and approved by the Sumter County Board of County Commissioners.

Applicants must provide 50% cash match, or 25% cash match and 25% in-kind match of the budget for the total cost of an approved event. Examples of in-kind match are: donated goods and services, facilities, etc.

Grant funds will be dispersed only after the grant agreement has been fully executed by all parties. The recipient of the grant is to return the signed contract to the BOCC Financial Services Department within 45 calendar days of the Sumter County BOCC approval. Failure to do so within this time period will serve as a withdrawal from the funding process. Award notifications will be made to the Organization Official via the email contact address provided in the application. The proposed notification date will be the next business day following the BOCC giving final approval to fund the event.

Any exceptions to the contract language must be submitted with the application. The Sumter County BOCC is under no obligation to honor request for exceptions and may reject a grant and not provide funding if the exception is not, in the sole opinion of the County, in its best interests.

Grant funds must be expended only on items allowed under Florida Statutes 125.0104 and in the grant fund application. Changes prior to the date of the event, such as date or location will require a written recommendation from the TDC Chairman and may require approval by the Sumter County BOCC and amendment to the grant agreement as well. Changes to the budget after the grant agreement has been executed will require authorization by the Sumter County BOCC.

Any payment made that is later determined not to be an authorized expenditure or not to be properly matched during the performance of the grant agreement shall be due and returned to the County.

**NOTE:** Tourist Development funds may not be used for activities that reimburse the organization for expenditures incurred prior to the notification of approval of the grant request by the Board of County Commissioners. All applicants should wait until final approval by the BOCC and notification by the BOCC Financial Services Department that their grant was approved.

- Grant Request For Funds (Exhibit D) that are submitted to the BOCC Financial Services Department will usually be available to the applicant by the Friday of the following week after 3:00 p.m. For example: funding reimbursement requests submitted to Finance Monday, January 2<sup>nd</sup> will normally be available Friday, January 13<sup>th</sup>.

**NOTE: Dates are not actual and are for illustrative purposes only.**

- Processing delays may occur, due to circumstances that may be beyond staffs control and checks may not be available until the following Friday. Grant recipients, if picking up a check, should call ahead to verify the check is ready. Neither the TDC nor the BOCC is responsible for expenditures incurred prior to the applicant organization's funding approval or availability of funds.
- **PAYMENT WILL ONLY BE MADE TO THE ORGANIZATION RECEIVING THE GRANT. NO PAYMENTS WILL BE MADE DIRECTLY TO VENDORS OR INDIVIDUALS.**

## EVENT MONITORING

The Sumter County Board of County Commissioners may designate staff as necessary to attend any and all events to ensure compliance with grant requirements. Any member of the Tourist Development Council may also monitor events or activities.

All grant recipients are required to maintain complete and accurate accounting and project records for the event.

All funds granted shall be subject to audit by the BOCC Financial Services Department. All documentation submitted to the County shall become public records and governed as such by Chapter 119, Florida Statutes.

All organizations must accomplish what was presented and set forth in the grant agreement. If for any reason the requirements of the grant agreement have not been met, the County has the right to withhold any payment and/or terminate this grant agreement.

## ADVERTISING GUIDELINES

**All promotional and advertising materials must be reviewed by BOCC staff prior to publishing and advertisement.**

- 1) Grantee Website
  - a) Your organization's event website must provide a link to the Sumter County website at: [www.sumtercountyfl.gov](http://www.sumtercountyfl.gov).
  - b) Sites not containing link to County's website will be deemed as not meeting these requirements and will not be eligible for reimbursement.
- 2) Printed
  - a) All grantees must show on printed materials: the Sumter County logo plus, "This event has been funded in part by a Tourist Development Tax Grant from the Sumter County Board of County Commissioners in conjunction with the Sumter County Tourist Development Council."
  - b) Advertisements not meeting these requirements will not be eligible for reimbursement.
- 3) Audio
  - a) All audio advertising must include verbal "This event has been funded in part by a Tourist Development Tax Grant from the Sumter County Board of County Commissioners in conjunction with the Sumter County Tourist Development Council. For more information on Sumter County, visit [www.sumtercountyfl.gov](http://www.sumtercountyfl.gov)."
  - b) Audio Advertising not meeting these requirements will not be eligible for reimbursement.
- 4) Video
  - a) All video advertising must display video credit with the Sumter County logo plus, "This event has been funded in part by a Tourist Development Tax Grant from the Sumter County Board of County Commissioners in conjunction with the Sumter County Tourist Development Council." For more information on Sumter County, visit [www.sumtercountyfl.gov](http://www.sumtercountyfl.gov).
  - b) Video Advertising not meeting these requirements will not be eligible for reimbursement.

**All promotional and advertising materials must be provided as additional information to the Financial Services Department in the form of a printed script / proof of publication notice, audio clip and / or video clip and / or on a CD.**



## FUNDING ELIGIBILITY

To be eligible for funding consideration, organizations must meet the following:

- 1) **ALL EVENTS, PERFORMANCES OR PROGRAMS RECOMMENDED BY THE TDC MUST BE OPEN AND ACCESSIBLE TO THE GENERAL PUBLIC**  
Events, performances or programs must be promoted to the public and cannot be unreasonably restrictive through admittance fees, public access or crowd capacity, which limits participation by visitors. One of the main purposes of the events must be to attract overnight visitors to Sumter County.
- 2) **THE EVENT BENEFITS SUMTER COUNTY.**  
Events, performances or programs must take place in Sumter County. If these events, performances or programs are to be used for fund raising purposes, profits must go exclusively to programs that benefit Sumter County residents or charities.
- 3) **ORGANIZATION MUST BE A NOT-FOR-PROFIT ORGANIZATION QUALIFIED TO DO BUSINESS IN FLORIDA.**
  - a) Your organization must be legally incorporated in Florida.
  - b) Your organization must be recognized as a tax-exempt organization by the IRS under the Internal Revenue Code, Section 501c, and subsections 3, 4, 5, 6 or 7.
  - c) A copy of the most recent IRS determination letter must be provided to confirm your organization's federal tax-exempt status.
  - d) In addition to having the IRS not-for-profit status, organizations that are not Florida Corporations must qualify with the Florida Department of State to do business in Florida.
  - e) All organizations must have a bank checking account.
- 4) **PUBLIC SCHOOLS OR OTHER GOVERNMENT ORGANIZATION ARE ALSO ELIGIBLE.**
  - a) Public schools or other municipal/county government organizations within Sumter County.

There are no guarantees that all applicants will be awarded funding. Even though a project may qualify, limited funds may not allow all projects to receive assistance. All decisions regarding the award of grant funds are at the sole discretion of the Sumter County Board of County Commissioners, following recommendations of the Tourist Development Council.

## GUIDELINES FOR USE OF TOURIST DEVELOPMENT FUNDS

### GUIDELINES FOR FUNDING:

- 1) Support new or ongoing projects which meet criteria as outlined herein.
- 2) To the maximum extent possible, funds set aside for grants shall be made available for activities that promote tourism throughout the entire county and result in overnight stays, where feasible.

### ELIGIBLE USE OF FUNDS:

The following are examples of how tourist development funds may be used to promote tourism in the county:

- 1) Advertisement and promotion for convention centers, sports stadiums, coliseums, auditoriums, or museums, including television, radio, newspapers, magazines, multi-media, billboards and signage (must be published primarily outside Sumter County).
- 2) Construction, extension, enlargement, remodeling, repair and/or improvements for convention centers, sports stadiums, coliseums, auditoriums, or museums
- 3) Maintenance and operating expenses for convention centers, sports stadiums, coliseums, auditoriums, or museums
- 4) Any other appropriate expense allowable under Section 125.0104, Florida Statutes
- 5) Promotional expenses in conjunction with an event to increase the awareness of Sumter County outside this area. All printed promotional or related material must contain the following " **This event has been funded in part by a Tourist Development Tax Grant from the Sumter County Board of County Commissioners in conjunction with the Sumter County Tourist Development Council.**"
- 6) Out-of-county advertising and publicity of an event to increase participation, attendance and awareness. All printed promotional or related material must contain the following: "**This event has been funded in part by a Tourist Development Tax Grant from the Sumter County Board of County Commissioners in conjunction with the Sumter County Tourist Development Council.**"

### INELIGIBLE USES

The following are examples of how tourist development funds may not be used:

- 1) Annual operating expenditures not directly related to the project or event.
- 2) Legal, medical, engineering, accounting, auditing, planning feasibility studies or other consulting services.
- 3) Salaries or supplements to salaries for existing or future staff, or employment of personnel not directly related to the project or event.
- 4) Real property or capital improvements to privately owned facilities.
- 5) Tangible personal property including but not limited to office furnishings or equipment, permanent collections, or individual pieces of art.
- 6) Interest reduction of deficits or loans.
- 7) Expenses incurred or obligated prior to or after the grant project period.
- 8) Prize money, scholarships, awards, plaques, T-shirts, uniforms or certificates.
- 9) Travel not associated directly with project.
- 10) Projects which are restricted to private or exclusive participation.
- 11) Private entertainment, food and beverages.
- 12) Expenses to fund other events not recommended by the TDC or approved by the Sumter County BOCC.

## FUNDING AWARD LEVELS

The goal of the Tourism Development Committee is to endorse and recommend quality events and projects that will ultimately increase tourism within Sumter County. To achieve that goal, grant applications received will be evaluated based on the impact that the event or project may have on tourism.

Events producing Room Nights within Sumter County will receive a higher ranking (i.e. local hotel, RV park, etc.). Events that do not produce Room Nights are still eligible for grant funds and will be scored according to the event's applicable Impact Ranking category as determined by the TDC.

| Category | Impact Ranking     | Estimated Room Nights Produced | Eligible Grant Amount                  |
|----------|--------------------|--------------------------------|----------------------------------------|
| 5        | Maximum Impact     | Over 100                       | Based on request as recommended by TDC |
| 4        | Significant Impact | 76-100                         | \$2,001 - \$5,000                      |
| 3        | Average Impact     | 51-75                          | \$1,001 - \$2,000                      |
| 2        | Marginal Impact    | 25-50                          | \$501-\$1,000                          |
| 1        | No Apparent Impact | Less than 25                   | \$0 - \$500                            |

### Instructions for Determining Eligible Grant Amount

1. This table is used in conjunction with the Scoring Form for Allocation of Grant Funds on page 11 and the Evaluation Criteria on page 12 to determine the level of funding within each category.
2. Determine the Estimated Number of Room Nights from the second column.
3. Once the estimated number of Room Nights is known, the third column will provide the range of funding for which the organization is eligible.
4. The TDC will review the application and complete the Scoring Form based on the impact the event will have on the community. Based on the total score, the organization is eligible to receive the percentage of the eligible grant amount allowed under that category.
5. For example, if an organization estimates 90 Room Nights, the eligible grant funding ranges from \$2,001 to \$5,000. If the total score falls within the 30 < 40 point range, the TDC may recommend this award up to 75% of the maximum Eligible Grant Amount reflected in Category 4 of the Funding Award Level table on page 10.
6. If Room Nights cannot be generated, the TDC may recommend that BOCC fund the organization based on its impact on the economy of Sumter County using the Evaluation Criteria on page 12 of this document.

**NOTE: If a grant has been received by an organization for three (3) consecutive years, the TDC will recommend reducing funding by 50% each year thereafter until the organization becomes self-sufficient.**

ALLOCATION OF GRANT FUNDS

- \_\_\_\_ 1. Does the event occur during low occupancy months April through October? *1 point max*
- \_\_\_\_ 2. Estimated amount of Tourist Development Tax to be generated by event (Refer to the figure generated for question Letter I of the application).
- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <i>\$100 - \$200 = 3 points</i>      | <i>\$201 - \$400 = 5 points</i>      |
| <i>\$401 - \$600 = 7 points</i>      | <i>\$601 - \$800 = 10 points</i>     |
| <i>\$801 - \$1,000 = 13 points</i>   | <i>\$1,001 - \$1,200 = 17 points</i> |
| <i>\$1,201 - \$1,400 = 21 points</i> | <i>\$1,401 and above = 35 points</i> |
- \_\_\_\_ 3. Has this event been funded by Tourist Development Funds more than once?
- |                           |                                    |                           |
|---------------------------|------------------------------------|---------------------------|
| <i>5 times = 0 points</i> | <i>4 times = 1 point</i>           | <i>3 times = 3 points</i> |
| <i>2 times = 4 points</i> | <i>First Time Event = 5 points</i> |                           |
- \_\_\_\_ 4. Does the event schedule include a formalized breakfast, lunch, or dinner at a local restaurant or catered by local business? *1 point max*
- \_\_\_\_ 5. Does the event schedule include attendance at any of the following: local concert; local nature based activity, historical site/setting, as indicated in itinerary or schedule? *2 points max*
- \_\_\_\_ 6. Email announcing the event sent to potential attendees ([TDCadmin@sumtercountyfl.gov](mailto:TDCadmin@sumtercountyfl.gov) must be copied for verification)
- |                                    |                                      |                                   |
|------------------------------------|--------------------------------------|-----------------------------------|
| <i>0 attendees = 0 points</i>      | <i>1-25 attendees = 1 point</i>      | <i>26-50 attendees = 2 points</i> |
| <i>51-100 attendees = 3 points</i> | <i>Over 100 attendees = 4 points</i> |                                   |
- \_\_\_\_ 7. Is visiting a Sumter County attraction (referenced in item U of the application) included on event agenda. *1 point max*
- \_\_\_\_ 8. Are local vendors used for advertising, promotions, printing or other goods and services necessary for the event? *1 point max*
- \_\_\_\_ 9. Is the event properly located with emphasis on adequate infrastructure? (parking, restroom facilities, trash bins, etc.)? *1 point max*
- \_\_\_\_ 10. Event incorporates environmental /social enhancements? *2 points max*
- \_\_\_\_ 11. Is this a certified small minority business? *2 points max*
- \_\_\_\_ 12. Evaluator's determination as to the benefit of the proposed event: On a scale of 0 to 5 with five (5) providing the most benefit to Sumter County and zero (0) being no benefit to Sumter County, rate the benefit of the proposed event to Sumter County.
- \_\_\_\_ 13. If the event is profitable, will organization return all or a portion of the profits to the BOCC for use on future tourism projects? *2 points max*

\_\_\_\_ **Total Points Awarded**

|                                      |                                 |                                |
|--------------------------------------|---------------------------------|--------------------------------|
| Percentage of eligible grant amount: | <i>40 or more points = 100%</i> | <i>30 &lt; 40 points = 75%</i> |
|                                      | <i>20 &lt; 30 points = 50%</i>  | <i>&lt; 20 points = 0%</i>     |

If any of the ranking criteria are stated in application, failure to follow through will result in 10% reduction of award.

## EVALUATION CRITERIA

The following guidelines will apply.

The TDC will meet to review applications to determine if they meet the following criteria:

### 1) COMMITMENT TO THE EXPANSION OF TOURISM IN SUMTER COUNTY (50%)

Evidence that the project;

- a) Serves to attract out-of-county visitors and generate hotel, motel, and/or campground rentals — OVERNIGHT STAYS. In locations where hotels do not exist, the organization must make every effort to encourage those participating in the event to stay overnight in Sumter County. If overnight stays cannot be generated, the organization must document this by explaining efforts to encourage overnight stays. The TDC may recommend funding from the TDC's marketing category by assisting to directly market the event.
- b) Will be marketed to the fullest extent possible in an effective manner.
- c) Will offer cultural and entertainment events to county residents and tourists.
- d) Demonstrates a willingness of the organizers to work with the tourism industry.
- e) Will be able to provide self-funding in subsequent years. After three (3) consecutive years funding is reduced by 50% so the organization may become self-sufficient. The TDC may recommend to the BOCC, flexibility to allow additional time.
- f) Will have an economic impact on the County and the community. This will be evaluated when determining the grant amount.

### 2) SOUNDNESS OF PROPOSED PROJECT (25%)

- a) The extent to which the project;
- b) Has clearly identified objectives;
- c) Has assigned responsibilities and accountability;
- d) Has a realistic timetable for implementation;
- e) Has additional funding sources available that will be utilized;
- f) Will accomplish its stated objective;
- g) Has widespread community support and interest.

### 3) QUALITY AND UNIQUENESS OF PROPOSED PROJECT (15%)

Extent to which the activity provides a benefit to Sumter County, its tourists and residents which is of significant merit and that, without such assistance, would not take place in the county.

### 4) STABILITY AND MANAGEMENT CAPACITY (10%)

- a) Proven record or demonstrated capacity of the organization to develop resources, effectively plan, organize and implement the proposed project;
- b) The organization has a successful history of service in and to Sumter County;
- c) Ability of the organization to administer public grants of this type, and to prepare and deliver the necessary progress reports to the TDC,
- d) If a previous applicant, have reporting requirements been submitted in a timely manner.

## REPORTING REQUIREMENTS

### STATUS REPORTS

Event History Status Report: A preliminary event status report is due at the time of submission of the application indicating an overall status of the event and revenue generated to Sumter County to date. (Form Attached – Exhibit “A” Page 25)

Final Status Report: Within forty-five (45) days of the completion of the activity or event that promotes tourism within Sumter County, the grantee must summarize its efforts by providing the following information:

- A brief narration of the event.
- An evaluation of the economic impact the event had on Sumter County.
- Include a breakdown of what lodging facilities were utilized and the rate and number of room nights generated by the event (copies of letters from the lodging facilities verifying room nights and rate shall be attached), any local attractions that were visited as part of the event, and local restaurants or businesses utilized as part of the event.
- Photographs, if any, of the event.
- Flyers, newspaper ads, brochures or marketing efforts utilized to attract tourists. This may include a list of radio stations, magazines, etc.
- Final estimated number of event participants.
- Room Night Certification Form — the organization must make every effort to obtain the number of overnight stays from local hotels within the county that housed those attending the event. This means that for events requiring registration, the grantee should make available a list of County hotels and encourage overnight stays. For those events that do not require registration, information should be provided during the event to encourage an overnight stay. After the event, the grantee will be required to request the hotel to provide information regarding the number of individuals residing at the hotel as a result of the event. (Form Attached – Exhibit “B” – Page 26)
- Completed Summary and Detail Funds Request forms.
- A financial statement listing all of the revenues received and expenses paid in the course of the event.

**NOTE: IF THE EVENT RESULTS IN NO OVERNIGHT STAYS, OR FEW OVERNIGHT STAYS, THE GRANTEE MUST DOCUMENT ITS EFFORTS TO PROMOTE OVERNIGHT STAYS AND TOURISM.**

## REIMBURSEMENT PROCEDURES

### REIMBURSEMENT OF EXPENDITURES

The event must not begin until after grant is awarded and "Acceptance of Funds" form is signed and returned to the BOCC Financial Services Department.

(Form Attached – Exhibit "C" Page 27)

### REIMBURSEMENT PROCEDURES

- A Request for Funds Form (Attached - Exhibit "D" Page 28) must be completed on a reimbursement basis only and made after proof of paid invoices are presented and submitted to the BOCC Financial Services Department for interim draws and for final payment. Reimbursement of funds must stay within the confines of the Project Expenses outlined in your application.
- Payment is on a reimbursement basis and proof of paid invoices, tear sheets of ads, copies of programs, schedule of the airing of audio and video advertisements, copy of canceled check (front and back), must be provided to prior to payment of grant funds to the organization. Grantee is required to submit verification in writing that all subcontractors and vendors have been paid for work and materials previously performed or received prior to receipt of any further payments.
- The following will not be accepted for payments: statements in place of invoices; checks or invoices not dated; tear sheets without date or company name. A tear sheet is required for each ad for each day or month of publication. A proof of an advertisement will not be accepted.
- Grantees are encouraged to submit Requests for Reimbursement at least quarterly to avoid year-end deadlines.
- Organization representative must complete final report for submission to TDC and the BOCC. Final report and request for funds is due within forty-five (45) days of the close of the event.
- Organization is responsible to make sure reimbursement requests are submitted to the BOCC Financial Services Department within forty-five (45) days after end of event. Requests received after that date will not be reimbursed. This is your responsibility and no reminder notices will be sent from the BOCC or the TDC offices.

If project budget has specific categories with set dollar limits, the Grantee is required to include a spreadsheet to show which category each invoice is being paid from and total of category before payment can be made to Grantee. No advanced payment of expenses by the County is authorized.

If tourist development tax funds become inadequate to fund all or part of a Tourist Development grant, the County reserves the right to reduce funding to a grantee accordingly.



**GENERAL DEFINITIONS**

- **ACCOMMODATORS** – Hotel, Motel, Bed and Breakfast, Campground, Resort, Vacation Rental, etc...
- **ADVERTISING:** The action of calling something to the attention of the public, especially by paid announcements.
- **BOCC** – Sumter County Board of County Commissioners.
- **BOCC FINANCIAL SERVICES DEPARTMENT** – Department within the BOCC that handles the administration of the Tourist Development Council.
- **EVENT** – The special event for which grant funds are being requested. This term may be used interchangeably with “project” in this document.
- **FUNDING CYCLE:** The funding cycle is October 1 through September 30.
- **GRANTEE** – Organization receiving the grant funds.
- **TDC** – Sumter County Tourist Development Council
- **TDC CHAIRPERSON** - Tourist Development Council Chairperson.
- **PROJECT** – Tourism project for which grant funds are being requested. This term may be used interchangeably with “event” in this document.
- **PROMOTION:** The furtherance of the acceptance of an event / project through advertising and publicity.
- **PUBLICITY:** The dissemination of information or promotional material; paid advertising.
- **TOURIST:** A person who participates in trade or recreation activities outside the county of his or her permanent residence or who rents or leases transient accommodations as described in Florida Statute 125.0104.

## GRANT APPLICATION FORM AND INSTRUCTIONS

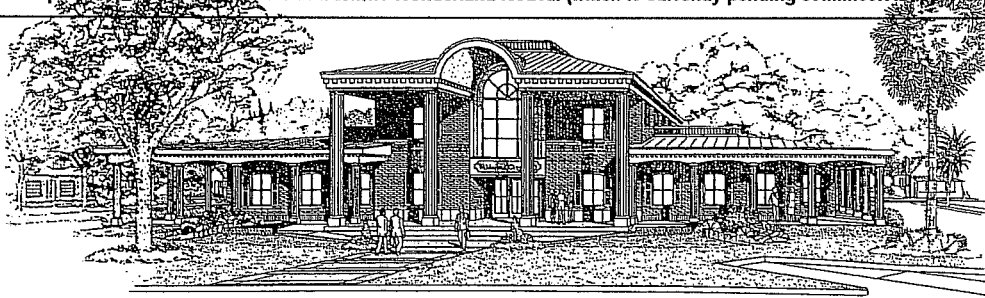
For consideration by the Sumter County Tourist Development Council, please make sure your application is filled out completely and accompanied by the following information. If any item is not applicable, indicate N/A over the checkbox.

- N/A ☐ Articles of Incorporation (except government entities);
- ☒ Letter of non-profit tax-exempt status as well as completed IRS Form 990 Return of Organization Exempt from Income Tax
- ☒ IRS Form W-9 Request for Taxpayer Identification Number and Certification
- N/A ☐ TDC Final or Interim Report (for previous TDC grantees only);
- ☒ Written authorization on official organization letterhead for AUTHORIZED AGENT to act on behalf of Applicant;
- ☒ Organizational outline, including but not limited to names and addresses of each board member and corporate officer (except government entities);
- ☒ Sponsorship package;
- ☒ Complete project event budget;
- ☒ Three support documents (letter of recommendation, programs, brochures, media articles, etc.); N/A
- N/A ☐ Capital Improvement Projects must include a draft diagram of the project and include any specifics that will assist the TDC and BOCC in the approval process. All Capital Improvement Projects must meet all zoning and permitting regulations including applicable architectural and engineering requirements. N/A
- N/A ☐ All written agreements involving media, hotels/motels and venue contracts/leases.

Please submit your application in a format using dividers or tabs for the items outlined above along with this form. When completed, please be sure to mail sixteen (16) fully completed Application Form Packets (one signed/stamped original and fifteen copies) with attachments along with all items on the checklist to:

Sumter County Tourist Development Council  
C/O Sumter County Board of County Commissioners  
Financial Services Department  
7375 Powell Road  
Wildwood, FL 34785  
Phone: (352) 689-4435  
Fax: 352-689-4436

*City of  
Wildwood,  
Florida*



City Hall

wildwood-fl.gov  
Area Code: 352  
Zip Code: 34785

**CITY HALL**

100 N. Main Street  
330-1330 Phone  
330-1338 Fax

**CITY MANAGER**  
Extension 109

**CITY CLERK/FINANCE**  
Extension 100

**HUMAN RESOURCES**  
Extension 103  
330-1339 Fax

**CUSTOMER SERVICE**  
(Utility Accounts/TDD)  
Extension 130

**BUILDING SERVICES**  
Code/Inspections/Permits  
Extension 119  
330-1334 Fax

**DEVELOPMENT SERVICES**  
Planning/Zoning/Concurrency  
Extension 118  
330-1334 Fax

**PARKS & RECREATION  
COMMUNITY CENTER**  
Reservations:  
Extension 114

**POLICE**  
100 E. Huey Street  
330-1355  
330-1358 Fax

**WOODWASTE**  
601 W. Gulf-Atlantic Hwy.  
330-1345

**REFUSE / STREETS**  
410 Grey Street  
330-1343  
330-1353 Fax

**WASTEWATER**  
1290 Industrial Drive  
330-1349  
330-1350 Fax

**WATER**  
801 E. Huey Street  
330-1346  
330-1347 Fax

October 21, 2010

Sumter County Tourist Development Council  
C/O Sumter County Board of County Commissioners  
7375 Powell Road  
Wildwood, FL 34785

RE: City of Wildwood  
Winter Wonderland Festival

Dear Council Members,

The City of Wildwood Community Center/Storm Shelter has been reserved for the Wildwood Winter Wonderland from December 3-5, 2010.

Since this is a not for profit event and benefits the entire community, I have waived the reservation fees for this event.

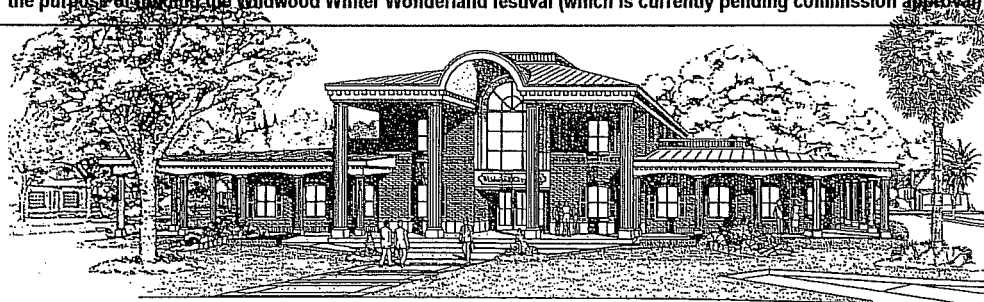
Respectfully,

  
Robert Smith, City Manager  
CITY OF WILDWOOD FLORIDA

RS:dtk

c: Jason Hargrove, COW Parks & Recreation Coordinator

City of  
Wildwood,  
Florida



City Hall

wildwood-fl.gov

Area Code: 352

Zip Code: 34785

**CITY HALL**

100 N. Main Street

330-1330 Phone

330-1338 Fax

**CITY MANAGER**

Extension 109

**CITY CLERK/FINANCE**

Extension 100

**HUMAN RESOURCES**

Extension 103

330-1339 Fax

**CUSTOMER SERVICE**

(Utility Accounts/TDD)

Extension 130

**BUILDING SERVICES**

Code/Inspections/Permits

Extension 119

330-1334 Fax

**DEVELOPMENT SERVICES**

Planning/Zoning/Concurrency

Extension 118

330-1334 Fax

**PARKS & RECREATION**

**COMMUNITY CENTER**

Reservations:

Extension 114

**POLICE**

100 E. Huey Street

330-1355

330-1358 Fax

**WOODWASTE**

601 W. Gulf-Atlantic Hwy.

330-1345

**REFUSE / STREETS**

410 Grey Street

330-1343

330-1353 Fax

**WASTEWATER**

1290 Industrial Drive

330-1349

330-1350 Fax

**WATER**

801 E. Huey Street

330-1346

330-1347 Fax

October 21, 2010

Sumter County Tourist Development Council  
C/O Sumter County Board of County Commissioners  
7375 Powell Road  
Wildwood, FL 34785

RE: City of Wildwood  
Winter Wonderland Festival

Dear Council Members,

The City of Wildwood has established a Wildwood Winter Wonderland Committee. The Chair of this Committee, Barbara Kane, would be the point of contact for the event. This is her contact information.

Barbara Kane  
Wildwood Winter Wonderland Committee  
352-815-0488  
[sumterfair@aol.com](mailto:sumterfair@aol.com).

Respectfully,

Robert Smith, City Manager  
CITY OF WILDWOOD FLORIDA

RS:dtk

c: Jason Hargrove, COW Parks & Recreation Coordinator

SUMTER COUNTY

TOURIST DEVELOPMENT GRANT APPLICATION

- A. Event Name: Wildwood Winter Wonderland
- B. Sponsoring Organization: City of Wildwood  
Mailing Address: 100 N. Main St.  
Wildwood, FL 34785
- E-mail address rsmith-wildwood@cfl.rr.com
- C. Organization Official/Title (President, Director, etc.)  
Signature [Signature]  
Title City Manager  
Telephone (work) 352-330-1330 ext. 110 (home/cell) \_\_\_\_\_
- D. Who will be in charge of this event? Barbara Kane  
Phone (work) 352 793 2750 (home/cell) 352 815 0488  
E-mail address sumterfair@aol.com
- E. Who will be financially responsible for this event?  
Name: Tammie Martin  
Title: Finance Rep.  
Phone (work) 352 569 9100 (home/cell) 352 303 5067  
E-mail address TCmartin@Bbandt.com
- F. Describe the event: 3 day event w/ major concert  
No charge, challenging County to fill Christmas  
Sled with toys for Toys for Tots
- G. Location of event: Wildwood Community Center
- H. Date and times of event: 12/3 6p-10p, 12/4 11a-11p, 12/5 9a-12p
- I. Total room dollars expected to be generated this event:  
Total Rooms \_\_\_\_\_ X the number of nights \_\_\_\_\_ X the average room rate = Total Dollars \$ \_\_\_\_\_.
- J. Amount of Tourist Development Tax generated by this event:  
Total Dollars from I. above \$ \_\_\_\_\_ X .02 = \$ \_\_\_\_\_.
- K. Estimate of the total economic impact of the event on the County:  
N/A
- L. How many years has this event existed? - 0 -

M. Has the event received Tourist Development Tax funds in the past?

Yes \_\_\_\_\_ No ☒

If yes, what year(s) \_\_\_\_\_ and amount(s) \_\_\_\_\_.

N. Is this the first time this event has been held in Sumter County, Florida?

Yes ☒

No \_\_\_\_\_ if no, when was the last time it was held in Sumter County? \_\_\_\_\_.

O. Describe previous experience of applicant in events similar to this event.

NA

P. For recurring events, please provide the following past two years information regarding this event:

|                        | Year 1 | Year 2 |
|------------------------|--------|--------|
| Month/Year             | N/A    | N/A    |
| City                   | N/A    | N/A    |
| Lodging Facility       | N/A    | N/A    |
| Verifiable Room Nights | N/A    | N/A    |

Note: Attach clippings or copies of newspaper, magazine, or professional periodicals showing coverage of event(s), which may be beneficial to the TDC in making its recommendation. Also give a description of television, radio, or other coverage received.

We have not done any advertisement

Q. Estimated number of attendees staying overnight for proposed event NA.

R. Have you reserved rooms at a lodging facility?

Yes \_\_\_\_\_ No ☒

If yes, Name of Facility \_\_\_\_\_

Number of rooms reserved \_\_\_\_\_

Lodging Facility room rate \$ \_\_\_\_\_

S. Who will be in charge of the Lodging Facility arrangements? Barbara Kane

How will this be handled? For example: A. Block of rooms held and rooms are assigned by the host organization; B. Individuals will make their own arrangements; C. Other.

Explain Unsure

T. Does the event itinerary include formalized breakfast, lunch or dinner in local restaurants or catering by local business for event? Explain and include documentation.

Unsure

U. Are any local attractions being included in the itinerary for this event such as: (Attach documentation supporting this information. An Email blast to attendees highlighting local attractions will be acceptable. (TDCadmin@sumtercountyfl.gov must be copied on email to verify.) Attendance at one of the below must be included in agenda of the proposed event to be eligible. Failure to place added attractions in the event agenda may result in reduced award.)

☐ Attend a local play, concert, or dance performance

☐ Visit a local nature based activity (i.e. Dade Battlefield Nature Trails, etc.)

☐ Visit local historical settings (i.e. Federal Cemetery, Dade Battlefield, Etc.)

☐ Other N/A

V. Are local businesses being used during the production of this event (i.e. printing, catering, etc.)? Explain:

Printing, VFW IN THE VILLAGES

W. Does this event incorporate activities that add to the environment such as landscaping (plant trees, shrubs, flowers, or liter pickup, etc.) or any other socially charitable contribution (table arrangements to local hospitals or care centers, financial donation to local charitable organization, etc.)? This item must be included on the agenda to be accepted.

Explain:

yes  
TOYS FOR TOTS, FOOD FOR FOOD BANKS  
in Sumter County

X. Is the sponsoring organization a certified small minority business within its state of jurisdiction? If so indicate the state in which it is certified and include either the website to verify the certification or a copy of the certification.

N/A  
No ☐ Yes ☐ State of Certification \_\_\_\_\_

Y. How did you learn about the Sumter County Tourist Development Tax Grant Program?

\_\_\_\_\_ Newspaper (which newspaper? \_\_\_\_\_)

\_\_\_\_\_ Magazine (which magazine? \_\_\_\_\_)

\_\_\_\_\_ Word of mouth

☒ Former grant applicant *other entity*

\_\_\_\_\_ Other \_\_\_\_\_

Describe the marketing Plan for event. Include Promotional/Advertising plans for both in and out of county (use additional sheets).

*FLYERS, NEWSPAPER, RADIO ADVERTISEMENT*

Z. If your event is profitable; would you be willing to return all or a portion of the grant to the Sumter County BOCC? Please explain your answer.

*No money would be donated back to our community*

**ORGANIZATIONS MUST HAVE MATCHING FUNDS** *NA*

Please check the appropriate match:

50% Tourist Development / 50% cash match \_\_\_\_\_

50% Tourist Development / 25% cash match / 25% in-kind match \_\_\_\_\_

If in-kind matching is used, specify type: \_\_\_\_\_



EVENT/PROJECT BUDGET OUTLINE

EVENT/PROJECT NAME Wildwood Winter Wonderland

|                                 | Previous Year's<br>Revenue & Expenses | Current Projected<br>Revenues & Expenses |
|---------------------------------|---------------------------------------|------------------------------------------|
| <b><u>LIST ALL REVENUE</u></b>  |                                       |                                          |
| Admissions                      | _____                                 | <u>0</u>                                 |
| Concessions                     | _____                                 | <u>1,050</u>                             |
| Sponsorships                    | _____                                 | <u>4,000</u>                             |
| Booth Space                     | _____                                 | <u>600</u>                               |
| Advertising Revenue             | _____                                 | _____                                    |
| Sale of Promotional Items       | _____                                 | _____                                    |
| TDC Grant                       | _____                                 | <u>13,000</u>                            |
| Other: <u>50/50</u>             | _____                                 | <u>3,000</u>                             |
| <b>Total Revenue</b>            | <b>\$ _____</b>                       | <b>\$ <u>21,650</u></b>                  |
| <b><u>LIST ALL EXPENSES</u></b> |                                       |                                          |
| Administrative                  | _____                                 | <u>120</u>                               |
| Advertising/Promotions          | _____                                 | <u>8500</u>                              |
| Printing                        | _____                                 | <u>300</u>                               |
| Promotional Items               | _____                                 | _____                                    |
| Concessions                     | _____                                 | _____                                    |
| Awards                          | _____                                 | <u>125</u>                               |
| Travel                          | _____                                 | _____                                    |
| Talent                          | _____                                 | <u>9,500</u>                             |
| Other: <u>Porta Toilets</u>     | _____                                 | <u>620</u>                               |
| <b>Total Expenses</b>           | <b>\$ _____</b>                       | <b>\$ <u>19,165</u></b>                  |
| <b>NET PROFIT/LOSS</b>          | <b>\$ _____</b>                       | <b>\$ <u>2,485</u></b>                   |

PLEASE INCLUDE THE OVERALL EVENT BUDGET. UPON THE AWARD OF TOURIST DEVELOPMENT TAX GRANT FUNDS, A BREAKDOWN OF THE BUDGET BETWEEN TOURIST DEVELOPMENT FUNDS, CASH, AND IN-KIND EXPENDITURES WILL BE REQUIRED. BELOW IS AN EXAMPLE OF THE BREAKDOWN THAT WILL BE REQUIRED

### EVENT BUDGET SUMMARY

Funding Sources other than requested from Tourist Development Tax Grant Program

| Source:                        | Amount       |
|--------------------------------|--------------|
| <u>Sponsor</u>                 | <u>4000-</u> |
| <u>Booths</u>                  | <u>600-</u>  |
| <u>50150</u>                   | <u>3000-</u> |
|                                |              |
|                                |              |
| Total of other funding sources | <u>7600-</u> |

Please place a budget amount in each applicable box. In blank spaces provided, please add in any items that will be included in complete budget.

Organization: \_\_\_\_\_

Event: Wildwood Winter Wonderland

Event Dates: 12/3 - 12/4

Official Signature: Barbara Kane

|                               | TOURIST DEVELOPMENT FUNDS | CASH         | IN-KIND | TOTAL         |
|-------------------------------|---------------------------|--------------|---------|---------------|
| PRINTING                      |                           | <u>300-</u>  |         | <u>300</u>    |
| POSTAGE                       |                           | <u>120</u>   |         | <u>120-</u>   |
| MEDIA/ADVERTISING/PROMOTION   | <u>6500-</u>              | <u>2000</u>  |         | <u>8500-</u>  |
| LOCAL TRANSPORTATION          |                           |              |         |               |
| TRAVEL EXPENSES               |                           |              |         |               |
| REGISTRATION                  |                           |              |         |               |
| RENTAL OF FACILITY            |                           |              |         |               |
| List any other expenses below |                           |              |         |               |
| <u>Entertainment</u>          | <u>6500</u>               | <u>3000-</u> |         | <u>9500-</u>  |
|                               |                           |              |         |               |
| TOTAL                         |                           |              |         | <u>18420-</u> |

### APPLICATION CERTIFICATION

I have reviewed the TOURIST DEVELOPMENT TAX GRANT APPLICATION from the Sumter County Tourist Development Council. I am in full agreement with the information contained in this application and its attachments as accurate and complete. I further acknowledge my understanding that the TDC/BOCC in making a grant for special promotions or other purposes does not assume any liability or responsibility for the ultimate financial profitability of the event for which the grant is awarded. The TDC/BOCC, unless otherwise specifically stated, is only a financial contributor to the event and not a promoter or co-sponsor, and will not guarantee or be responsible or liable for any debts incurred for such event. All third parties are hereby put on notice that the TDC/BOCC will not be responsible for payment of any costs or debts for the event that are not paid by the grant application.

Barbara Kane

Authorized Agent

Team Leader

Title

10-20-10

Date

Barbara Kane

Authorized Agent Signature

EXHIBIT A  
EVENT HISTORY STATUS REPORT

N/A

Event Name: New Event

Organization: \_\_\_\_\_

.....  
Date: \_\_\_\_\_

Overall Status:

\_\_\_\_\_  
\_\_\_\_\_  
Tourist Development Awarded Amount: \_\_\_\_\_

Revenue Amount Generated to Sumter County: \_\_\_\_\_

.....  
Date: \_\_\_\_\_

Overall Status:

\_\_\_\_\_  
\_\_\_\_\_  
Tourist Development Awarded Amount: \_\_\_\_\_

Revenue Amount Generated to Sumter County: \_\_\_\_\_

.....  
Date: \_\_\_\_\_

Overall Status:

\_\_\_\_\_  
\_\_\_\_\_  
Tourist Development Awarded Amount: \_\_\_\_\_

Revenue Amount Generated to Sumter County: \_\_\_\_\_

.....  
Please list the years from most recent to least recent. Ex.: 2009 first section, 2008 second section,  
etc.

**EXHIBIT B**  
**ROOM NIGHT CERTIFICATION**

TO: Accommodation General Manager and/or Director of Sales

The purpose of this form is to quantify the actual number of room nights utilized in Sumter County for this event. Your internal correspondence or documentation on this Room Night Certification Form is critical for the event's receipt of grant funds.

Hotel/Location: N/A

|                    | TRACKED ROOM NIGHTS |
|--------------------|---------------------|
| ORGANIZATION NAME: |                     |
| EVENT NAME:        |                     |
| DATE(S) OF EVENT:  |                     |
| PAID ROOM NIGHTS:  |                     |

Please provide any comments:

---

---

---

---

Hotel Representative

Signature: \_\_\_\_\_  
I certify the organization/event listed above utilized the reported Room Nights.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Your cooperation in completing this form is greatly appreciated. For additional information please contact the Financial Services Department at (352) 689-4435.

EXHIBIT C  
ACCEPTANCE OF FUNDS

EVENT: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ORIGINAL REQUEST AMOUNT FROM ORGANIZATION:

\_\_\_\_\_

RECOMMENDED AMOUNT FROM TOURIST DEVELOPMENT COMMITTEE:

\_\_\_\_\_

APPROVED AMOUNT FROM SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS:

\_\_\_\_\_

AMOUNT OF FUNDS ACCEPTED BY REQUESTING ORGANIZATION:

\_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Acceptance of funds agreed upon by \_\_\_\_\_ (Organization Representative) on this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Representative Signature: \_\_\_\_\_

Personally Known or produced \_\_\_\_\_ as identification.

Signature of Notary: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Notary Seal)

# REQUEST FOR FUNDS

EVENT NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

REQUEST PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_

REQUEST# \_\_\_\_\_

( ) PARTIAL PAYMENT REQUEST ( ) FINAL PAYMENT REQUEST

TOTAL CONTRACT AMOUNT \$ \_\_\_\_\_

| EXPENSE | BUDGET | REIMBURSEMENT REQUESTED |
|---------|--------|-------------------------|
| _____   | _____  | _____                   |
| _____   | _____  | _____                   |
| _____   | _____  | _____                   |
| TOTAL   | _____  | _____                   |

NOTE: Reimbursement of funds must stay within the confines of the Project Expenses outlined in your application. Copies of paid invoices, cancelled checks, tear sheets, printed samples or other backup information to substantiate payment must accompany request for funds. The following will not be accepted for payments: statements in place of invoices; checks or invoices not dated; tear sheets without date, company or organizations name. A tear sheet is required for each ad for each day or month of publication. A proof of an ad will not be accepted.

Each additional request for payment subsequent to the first request, Grantee is required to submit verification in writing that all subcontractors and vendors have been paid for work and materials previously performed or received prior to receipt of any further payments. If project budget has specific categories with set dollar limits, the Grantee is required to include a spreadsheet to show which category each invoice is being paid from and total of category before payment can be made to Grantee. Organizations receiving funding should take into consideration that it could take a maximum of forty-five 45 days for the County to process a check.

Furnishing false information may constitute a violation of applicable State and Federal laws.

CERTIFICATION OF FINANCIAL OFFICER: I certify that the above information is correct based on our official accounting system and records, consistently applied and maintained and that the cost shown have been made for the purpose of and in accordance with, the terms of the contract. The funds requested are for reimbursement of actual cost made during this time period.

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

**Wildwood Winter Wonderland Event**  
**December 3,4th, 2010**

***Vendor Application***

**Rules and Regulations:**

- ✳ Each Booth size will be 12'x12' ( Make sure that your displays, items, and trailer fit this area) Concession sizes will be 20'x20'.
- ✳ There is currently no electric supplied at the event. All electric must be brought by the applicant.
- ✳ Exclusive rights to sell a particular item(s) will be determined by the Festival Committee
- ✳ The City of Wildwood reserves the right to ban the sale of all hair paints, aerosol spray, silly string, guns, knives, items that have certain language, etc. during or before the Winter Wonderland event.
- ✳ All applicants are personally responsible for any damages or injury to their person or their property that may result in any way from their operation or display during the Winter Wonderland Event.
- ✳ The applicant agrees upon the signing and return of this application, not to hold the City of Wildwood liable in any way from injury to person(s)/property which results from their operation/display at the Winter Fest.
- ✳ All applications received after December 1<sup>st</sup>, 2010 will be charged a late fee of \$20.00
- ✳ Upon receipt of your application we will call to confirm. Please also see our sponsorship opportunities and parade application.

***All Checks should be made payable to Wildwood Winter Wonderland Event***

Please complete the application and mail to the address below. Be sure to enclose your fee for your booth.

Event held at the Wildwood Community Center 6500 CR 139 Wildwood 34785

Post Office Box 191  
Webster, FL 33597  
email: [wwwrbk2010@aol.com](mailto:wwwrbk2010@aol.com)  
Phone: 352-638-0999 Fax: 352-793-8001  
***An Official City of Wildwood Event***



# Wildwood Winter Wonderland Event

## December 3,4th, 2010

### *Vendor Application*

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Booth: \_\_\_\_\_

By signing this application I, the applicant does hereby understand that I will supply, if needed, my own electrical hookup, i.e. generator, and water, and as the applicant, I am responsible and liable for applicable Florida licenses such as Sales Tax, Food, and Etc. I also understand that I am responsible for my immediate area at the event in that it remains clean and trash free. I have read and understood the rules and disclaimer, and fully understand and agree to abide by them.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

| Vendor Type                       | Without Food | With Food | Total # of Spaces | Total Fees Due |
|-----------------------------------|--------------|-----------|-------------------|----------------|
| Non-Profit Club and Informational | \$10.00      | N/A       |                   | \$             |
| Arts and Crafts/Sales             | 20.00        | N/A       |                   | \$             |
| Concession Vendors                | N/A          | \$75.00   |                   | \$             |
| Total Amount Due                  |              |           |                   | \$ _____       |
| Total Amount Enclosed             |              |           |                   | \$ _____       |

***Late fee of \$20.00 will be charged to all applications received after December 1<sup>st</sup>, 2009***

Post Office Box 191  
Webster, FL 33597  
email: [wwwrbk2010@aol.com](mailto:wwwrbk2010@aol.com)  
Phone: 352-638-0999 Fax: 352-793-8001  
***An Official City of Wildwood Event***

3. NEW BUSINESS-ACTION REQUIRED e. Contracts and Agreements 1. Review/approval requested for the TDC (Tourist Development Council) grant application for the purpose of funding the Wildwood Winter Wonderland festival (which is currently pending commission approval)

**Wildwood Winter Wonderland Event**  
**December 3, 4th, 2010**

***Parade Application***

**General Rules and Procedures:**

1. Participate!!! Decorate!!! And Celebrate!!!!
2. Line-Up:
  - a. Line up will begin at 8:30 am at the Wildwood High School Bus Loop
  - b. Parade will begin Promptly at 10:00pm
  - c. All participants **MUST** check in at the front gate upon entry.
3. During Parade
  - a. A number will be given to each Participant. This number is to be displayed on the **Drivers** side of each entry.
  - b. There is no throwing candy from moving units. This is a city policy and is very dangerous to children.
  - c. Animals are allowed and encouraged, however walkers must be present with animal at all times and must pick up any messes from their animal.
  - d. There are to be NO SANTA'S. The WWW Team will provide the Official Santa.
4. Trophies:
  - a. Trophies will be give away at the opening ceremonies at the Community Center after the Parade.
  - b. Trophies will be awarded for the following categories:
    - i. Best Float
    - ii. Best Marching/Walking Unit
    - iii. Best Vehicle without Float
    - iv. Best Animal Entry
  - c. Judging will be based on:
    - i. General Effect – including beauty and creativity
    - ii. Originality
    - iii. Theme-oriented
    - iv. Workmanship

Anybody and Everybody is eligible for the parade. Please encourage your group, club, organization, or business to join.

Post Office Box 191  
Webster, FL 33597  
email: [wwwrbk2010@aol.com](mailto:wwwrbk2010@aol.com)  
Phone: 352-638-0999 Fax: 352-793-8001  
***An Official City of Wildwood Event***

**Wildwood Winter Wonderland Event  
December 3, 4th, 2010**

***Parade Application***

Fill out this application completely and return to the address at the bottom to reserve your spot. Our Parade is free and is a great way to get out to our community, just don't forget to decorate.

**Organization Information:**

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email Address(optional): \_\_\_\_\_

**Parade Classification:**

\_\_\_\_ Float      \_\_\_\_ Walking/Band      \_\_\_\_ Military      \_\_\_\_ Vehicle/Specialty

Approximate Trailer Length (If applicable): \_\_\_\_\_

Number of Riders: \_\_\_\_\_ Number of Walkers: \_\_\_\_\_

Animals?      Y      N      Music:      Y      N

**Application Deadline: Wednesday November 30, 2010**

Post Office Box 191  
Webster, FL 33597  
email: [wwwrbk2010@aol.com](mailto:wwwrbk2010@aol.com)  
Phone: 352-638-0999      Fax: 352-793-8001  
*An Official City of Wildwood Event*

# Wildwood Winter Wonderland Event

## December 3-4th, 2010

To our neighbors,

Looking for a way to get your business out to the public? How about sponsoring the City of Wildwoods only annual event!

The event is geared to helping our community. This year we are proud to announce we will represent Toys for Tots and our local food banks.

We are looking for sponsorships for this event and will be sure that all sponsors will be part of all our advertising showing your support of this endeavor.

So please help us make a difference for our fellow neighbors.

If you have any questions we can be reached at 352-638-0999.

Thanks for taking your time to read this letter.

Sincerely,

The 2010 Wildwood Winter Wonderland Event Team

Barbara and Roger Kane, Chris and Melanie Maggio, Joe Capporelli, Tammie Martin, Dee Dee McCaslin and Rose Davis

The event will be held at the Wildwood Community Center  
6500 County Road 139  
Wildwood, FL 34785

Post Office Box 191  
Webster, FL 33597  
email: [wwwrbk2010@aol.com](mailto:wwwrbk2010@aol.com)  
352-638-0999

*An Official City of Wildwood Event*

# Wildwood Winter Wonderland Event

## December 3-4th, 2010

Wildwood Winter Wonderland

### Sponsorship Package

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: (Optional) \_\_\_\_\_

Sponsorships are what make this event successful. 100% of the funds go directly to the event for the community to enjoy.

Checks to: Wildwood Winter Wonderland

\_\_\_\_\_ Package I: \$100.00

- a. Receive name on Sponsorship Board located at Event Entrance
- b. Sign on Sponsorship Float in Christmas Parade

\_\_\_\_\_ Package II: \$250.00

- a. Receive name on Sponsorship Board located at Event Entrance
- b. Free Booth Space for information
- c. Sign on Sponsorship Float in Christmas Parade

\_\_\_\_\_ Package III: \$350.00

- a. Name and Logo on all advertisements as presenting sponsor.
- b. Name and Logo on Sponsorship Board
- c. Free booth space for info
- d. Sign On Sponsorship float

Post Office Box 191  
Webster, FL 33597  
email: [wwwrbk2010@aol.com](mailto:wwwrbk2010@aol.com)  
352-638-0999

*An Official City of Wildwood Event*

3. NEW BUSINESS-ACTION REQUIRED e. Contracts and Agreements 1. Review/approval requested for the TDC (Tourist Development Council) grant application for the purpose of funding the Wildwood Winter Wonderland festival (which is currently pending commission approval)

# WILDWOOD WINTER WONDERLAND

October 13, 2010

Dear Commission:

We are a new event team to the 2010 Wildwood Winter Wonderland and we are very excited and looking forward to showing our community a great time. We have started a little late in the game but we have a great team with such wonderful suggestions and so much enthusiasm we met last night and it was three hours just getting things out there. So be ready were going to bring it on.

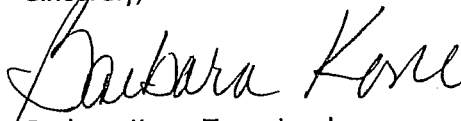
We wanted this event to help the community where most of us live and many of us have grown up at. There are so many worthy things we could help but we thought of our veterans, most of us have family members or friends that have been in the service and may still be serving our wonderful country. I myself have a flag on my mantle home, that once lay across my brothers grave during the Viet Nam era. A husband, father, son and brothers who served our country and without doubt some of the most proudest folks in the world. Saying that they much rather we take their cause so we have decide we will be challenging are community to help us help those that need all of us, so instead admission fees how about a can of food for those hungry neighbors or a toy for the Marine Corps Toys for to Tot program .

I would like to request the December 3rd, 4th, and 5th for the Wildwood Winterfest. We are hoping to receive the same commitment from the City as always.

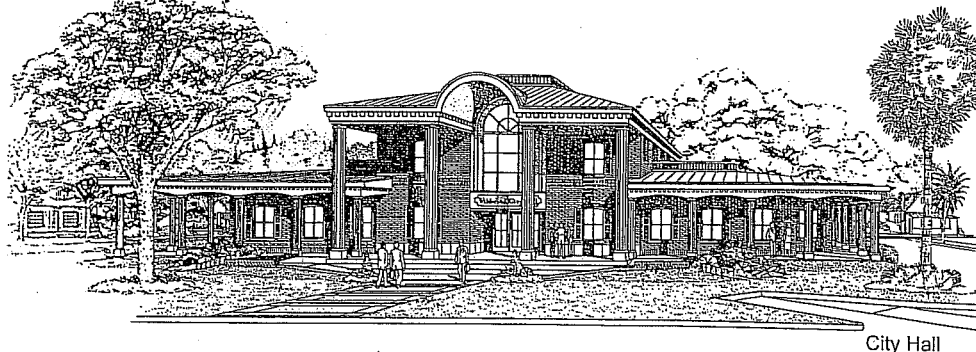
We hope that you will join us.

Thank you again for your continued support for this event.

Sincerely,

  
Barbara Kane, Team Leader

City of  
Wildwood,  
Florida



City Hall

Area Code: 352  
SUNCOM Prefix: 668  
ZIP Code: 34785

**CITY HALL**

100 N. Main Street  
330-1330 Phone  
330-1338 Fax

**CITY MANAGER**

Extension 109

**CITY CLERK/FINANCE**

Extension 100

**PERSONNEL**

Extension 103  
330-1339 Fax

**CUSTOMER SERVICE**

(Utility Accounts)  
Extension 130

**BUILDING SERVICES**

Code/Inspections/Permits  
Extension 131  
330-1334 Fax

**DEVELOPMENT SERVICES**

Planning/Zoning/Concurrency  
Extension 118  
330-1334 Fax

**TDD**

Extension 130

**LIBRARY**

310 Palmer Drive  
748-1158

**COMMUNITY CENTER**

6500 County Road 139

**POLICE**

100 E. Huey Street  
330-1355  
330-1358 Fax

**ANIMAL CONTROL**

**WOOD WASTE**

601 W. Gulf-Atlantic Hwy.  
330-1345

**REFUSE / STREETS**

410 Grey Street  
330-1343  
330-1353 Fax

**WASTEWATER**

1290 Industrial Drive  
330-1349  
330-1350 Fax

**WATER**

801 E. Huey Street  
330-1346  
330-1347 Fax

October 14, 2010

Sumter County Tourism Development Council  
7375 Powell Road  
Wildwood, FL 34785

RE: 2010 GRANT APPLICATIONS (TDC)

Dear Council Members:

The City of Wildwood will be hosting its first annual Wildwood Winter Wonderland this year at the Millennium Park Community Center. A Wildwood Winter Wonderland Volunteer Committee has been established and will work hard in producing a family fun-filled holiday event for all to enjoy.

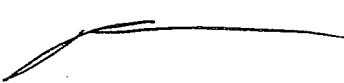
Through the use of advertising, our event will bring in visitors from throughout Sumter County, our surrounding counties, and other areas of Florida. The goal of this first time multi day event is to create a basis for an annual event that will continue to grow and attract not only local residents, but tourists as well.

The event will consist of vendors selling food, arts, and crafts. It will also give people the opportunity to enjoy carnival rides and games. The event will also have live entertainment and a sock hop for people to participate in. We encourage all non-profit groups to set up booths to make money for their causes and to provide food and fun for this event.

During this economic downturn, the City's budget is extremely tight this year. We have had to lay off several employees and cut a lot of capital improvement items from the budget. This is why we hope that you will consider our request for funding this year.

We thank you in advance of our request. We want to give the community of Wildwood and Sumter County a fun-filled family event that can be enjoyed by all.

Respectfully,

  
Robert Smith  
City Manager, City of Wildwood  
RS:pl

3. NEW BUSINESS-ACTION REQUIRED e. Contracts and Agreements 1. Review/approval requested for the TDC (Tourist Development Council) grant application for the purpose of funding the Wildwood Winter Wonderland festival (which is currently pending commission approval)

Bushnell Office  
1128 N. Main St.  
Bushnell, FL 33513  
352-569-9100  
352-569-0174 fax

October 21, 2010

Attn: Jason

This letter is to inform you that Branch Banking and Trust (BB&T) is a supporter of the Wildwood Winter Wonderland event. We believe that this is an event that is good for the City of Wildwood as well as for Sumter County.

If you should have any questions that I may be of assistance with please feel free to contact Tammie C. Martin.

Sincerely,



Tammie C. Martin  
FCL Bushnell Office



# SUMTER EXPRESS

"Sumter County's Local News Source"

10/21/10

*Jason Hargrove*

To Whom It May Concern

As the Publisher/owner of the Sumter Express Newspaper and former resident of Wildwood I was asked to serve on the Wildwood Winter Wonderland (WWW) Volunteer Committee for 2010 to help promote the event for the Wildwood Community. As a (WWW) committee person I have agreed to serve, support and promote the 2010 Wildwood event in any way that I can to assure that Wildwood has the best event we can give as a volunteer committee.

The Sumter Express will promote the (WWW) with advertisements and news articles. I will also prepare event news releases that will be sent to all area media outlets to promote the Wildwood event. I have met with the new (WWW) committee two times - this group seems 100 percent dedicated to making the (WWW) a success. Any and all support for the event is much appreciated.

Respectfully,

*Rose Davis*

Rose Davis  
Publisher/owner  
Sumter Express Newspaper

sumtereditor@aol.com

**Request for Taxpayer  
Identification Number and Certification**

Give form to the  
requester. Do not  
send to the IRS.

Please print or type

Name (See Specific Instructions on page 2.)

Business name, if different from above. (See Specific Instructions on page 2.)

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 2. Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number  
| | | | | | | |

or

Employer identification number  
| | | | | | | |

List account number(s) here (optional)

**Part II For U.S. Payees Exempt From Backup Withholding** (See the instructions on page 2.)

**Part III Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here

Signature of U.S. person ▶

Date ▶

**Purpose of Form**

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresidents Aliens and Foreign Corporations.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**What is backup withholding?** Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part III instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate instructions for the Requester of Form W-9.

**Penalties**

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

# CITY OF WILDWOOD, FLORIDA

## MEMORANDUM

Jason Hargrove, Parks & Recreation Coordinator

100 North Main Street, Wildwood, FL. 34785

(352) 330-1330 x114

Jhargrove-wildwood@cfl.rr.com

---

**Attention:** Robert Smith, City Manager

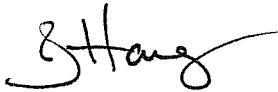
**Date:** 10/20/10

**Subject:** Wildwood Winter Wonderland

Mr. Smith,

Attached is a letter from Barbara Kane, Winter Wonderland Team President, requesting the use of the Wildwood Community Center. Also attached is the Facility Use Agreement. Please review and place on Commission Meeting Agenda for approval. If you have any questions, please let me know.

Respectfully,



Jason Hargrove

Parks & Recreation Coordinator

City of Wildwood

## WILDWOOD WINTER WONDERLAND

October 13, 2010

Dear Commission:

We are a new event team to the 2010 Wildwood Winter Wonderland and we are very excited and looking forward to showing our community a great time. We have started a little late in the game but we have a great team with such wonderful suggestions and so much enthusiasm we met last night and it was three hours just getting things out there. So be ready were going to bring it on.

We wanted this event to help the community where most of us live and many of us have grown up at. There are so many worthy things we could help but we thought of our veterans, most of us have family members or friends that have been in the service and may still be serving our wonderful country. I myself have a flag on my mantle home that once lay across my brother's grave during the Viet Nam era. A husband, father, son and brothers who served our country and without doubt some of the most proud folks in the world. Saying that they much rather we take their cause so we have decide we will be challenging are community to help us help those that need all of us, so instead admission fees how about a can of food for those hungry neighbors or a toy for the Marine Corps Toys for to Tot program .

I would like to request the December 3rd, 4th, and 5th for the Wildwood Winter Wonderland. We are hoping to receive the same commitment from the City as always.

We hope that you will join us.

Thank you again for your continued support for this event.

Sincerely,

Barbara Kane, Team Leader

# WILDWOOD COMMUNITY CENTER FACILITY USE AGREEMENT

## CUSTOMER INFORMATION

### THIS SECTION TO BE COMPLETED BY RENTER:

Contact Name: Barbara Kane \_\_\_\_\_

Mailing Address:: Post Office Box 191 \_\_\_\_\_

City, State, Zip: Webster FL 33597

Home Phone: ( 352 ) 793-3807 Cell: ( 352 ) 815-0488

Work Phone: ( 352 ) 793 - 2750 Ext. \_\_\_\_\_

Email Address: wwwrbk2010@aol.com \_\_\_\_\_

Physical Address: (If different than above) 12345 SW 49th Ct., Webster \_\_\_\_\_

Organization Name: Wildwood Winter Wonderland Event \_\_\_\_\_

Organization Mailing Address:: Post Office Box 191 \_\_\_\_\_

City, State, Zip: Webster FL 33597\_

Phone: ( 352 ) 638-0999 Fax: ( 352- ) 793-8001 \_\_\_\_\_

Proof of Residency Or Business Ownership: \_\_\_\_\_

Driver's License:

K500066525990

City of Wildwood Utility Acct. #: \_\_\_\_\_

Occupational License #: \_\_\_\_\_

Voter Registration: \_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Is Lease Over Age 25? Yes ☒ No ☐

User Classification: \_\_\_\_\_

Copy of 501 (c) Certificates Attached? Yes ☐ No ☐

## FUNCTION INFORMATION

Date of Function: 12/4/2010 \_\_\_\_\_

Room (s): Millennium Park Community Center \_\_\_\_\_

Event Begin Time: \* 12pm \_\_\_\_\_

Event End Time: \* 11pm \_\_\_\_\_

Total Hours: 11 (NO HALF HOURS)

Special Request: TV Sound System Screen

### Additional Forms/Requirements:

- 1 List of Chaperones Required
- 2 Adult Responsibility for Minors Form Required
- 3 Alcoholic Beverage Waiver Required
- 4 Alcoholic Beverage Permit Required **and** Liquor Liability and General Liability Insurance coverage must be provided

Type Of Function: Winter Wonderland Sock Hop and Karaoke \_\_\_\_\_

Will There Be a Band / DJ? DJ \_\_\_\_\_

Number Of People Expected: 285 \_\_\_\_\_

Number Of People Under The Age Of 18 Attending? NA \_\_\_\_\_

Will Alcohol Be Served? ☒ Yes ☐ No

Will There Be a "Cash Bar"? ☐ Yes ☒ No

(Food) Service Area (warming kitchen) Needed? ☐ Yes ☐ No

Will There Be Outside Cooking (i.e. BBQ, grilling, etc.)? ☒ Yes ☐ No Method: \_\_\_\_\_

Will Event Be Catered? ☐ Yes ☒ No Name Of Caterer: \_\_\_\_\_

Caterer's Phone Number: \_\_\_\_\_

Type Of Seating To Be Used: ☐ Chairs Only ☒ Tables & Chairs

Will Event Be Advertised? ☒ Yes ☐ No **How?** Flyers, newspaper, radio \_\_\_\_\_

Will Tickets Be Sold In Advance? ☐ Yes ☒ No At The Door? ☐ Yes ☒ No Price: \_\_\_\_\_

**NOTE: SET-UP AND CLEAN-UP TIME MUST BE INCLUDED IN EVENT BEGIN & END TIME.**

3. NEW BUSINESS ACTION REQUIRED - e. Contracts and Agreements - Facility Use Agreement request from Wildwood Winter Wonderland Committee for use of the WW Community Center

# City of Wildwood Office Use Only

## FEE & PAYMENT INFORMATION

**THIS SECTION TO BE COMPLETED BY OFFICE STAFF:**

**(All payments are due no later than 30-calendar days prior to event)**

| Room(s) Rented:<br>(Check all that apply)                                                                                                                                                           | Fee Type                                 | Amount<br>Of Fee | Payment<br>Due By Date                                                                                                                                                                                      | Amount<br>Paid | Cash or<br>Check # | Payment Receipt<br>Date & Time |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------|--------------------------------|
| <b>Room(s):</b>                                                                                                                                                                                     | <b>Rental Fee (2-hr. min.):</b>          |                  |                                                                                                                                                                                                             |                |                    |                                |
| Lincoln Room <input type="checkbox"/>                                                                                                                                                               | <b>Food Service Area Use Fee:</b>        |                  |                                                                                                                                                                                                             |                |                    |                                |
| Franklin Room <input type="checkbox"/>                                                                                                                                                              | <b>Taxable Total:</b>                    |                  |                                                                                                                                                                                                             |                |                    |                                |
| Jefferson Room <input type="checkbox"/>                                                                                                                                                             | <b>7% State Sales Tax:</b>               |                  |                                                                                                                                                                                                             |                |                    |                                |
| Washington Room <input type="checkbox"/>                                                                                                                                                            | <b>Non-Refundable Reservation Fee:</b>   |                  |                                                                                                                                                                                                             |                |                    |                                |
| President's Hall <input type="checkbox"/>                                                                                                                                                           | <b>Security/Damage/Clean-Up Deposit:</b> |                  |                                                                                                                                                                                                             |                |                    |                                |
| Entire 1st Floor <input type="checkbox"/>                                                                                                                                                           | <b>TOTAL DUE:</b>                        |                  |                                                                                                                                                                                                             |                |                    |                                |
| Entire Building <input checked="" type="checkbox"/>                                                                                                                                                 | <b>Comments/Notes:</b>                   |                  |                                                                                                                                                                                                             |                |                    |                                |
| <b>Food Service Area(s):</b>                                                                                                                                                                        | <b>Payment Total:</b>                    |                  |                                                                                                                                                                                                             |                |                    |                                |
| North <input type="checkbox"/>                                                                                                                                                                      | <b>Remaining Balance Due:</b>            |                  |                                                                                                                                                                                                             |                |                    |                                |
| South <input type="checkbox"/>                                                                                                                                                                      | <b>Payment Total:</b>                    |                  |                                                                                                                                                                                                             |                |                    |                                |
| President's Hall <input type="checkbox"/>                                                                                                                                                           | <b>TOTAL DUE:</b>                        |                  |                                                                                                                                                                                                             |                |                    |                                |
| <b>On Site Police Officer/Staff Person:</b><br>(This fee <u>cannot</u> be paid at City Hall. It is listed here as a courtesy so you will know how much will be due when you arrive for your event.) |                                          | \$               | <b>NOTE: Payment of On Site Police Officer/Staff Person is due directly to the person at the start of your event <u>before the doors will be opened.</u> Cash or Money Order ONLY – no personal checks!</b> |                |                    |                                |

- Reservations may be made at city hall between the hours of 8:00 am and 4:00 pm Monday through Friday, with the exception of holidays. Reservation by telephone **WILL NOT** be accepted.
- Applicant must bring this form to the facility on the date of usage and be prepared to produce it to City Staff and/or the Security Officer/Staff Person on duty at the event.

## ACKNOWLEDGEMENT

The undersigned applicant acknowledges receipt of all rules and regulations related to use of the Millennium Park facility, including the following documents:

- Rules related to Reservations, Fee Payments, and Cancellations;
- Rules related to Rental Fees and Payments;
- Rules related to damage/security/clean-up and deposit and payment;
- Rules related to the rental period;
- Rules that are involved in multiple user issues;
- The City of Wildwood's rights and responsibilities;
- Security officers and staff on-site requirements;
- Authority responsibility of the security officer and staff person;
- Rules related to traffic and parking;
- Rules related to alcohol;
- Rules related to minors under 18;
- Rules related to facility usage;
- Rules related to user responsibilities;
- Rules related to prohibited activities and areas;
- Rules related to food service area facilities;
- Rules related to washrooms;
- Rules related to decorations, signs, and set-up/break-down;
- Rules related to chairs and tables;
- Rules related to protection of the facility and it's amenities;
- Rules related to health and safety issues;
- Rules related to user clean-up responsibilities;
- Facility Use Agreement

The undersigned understands that he or she is bound by the rules and regulations and bound also to control all other attendants, sponsors or other persons at the facility during the event to comply with the rules and regulations.

In the event user is a Florida corporation, the undersigned affirms that he or she has the express authority to enter into this agreement and bind the corporation. Further, the undersigned agrees that he or she shall be the responsible person for purpose of contract regarding this agreement.

The undersigned understands that the City of Wildwood's Community Center is a primary State of Florida Storm Shelter, which could be activated if a storm hits *anywhere* in the State of Florida or if an emergency evacuation situation arises (chemical spill, etc.). If such is the case, the booking is automatically deferred until the center becomes usable again as a Community Center.

The undersigned understands that all fees must be received by the due dates as shown above or Facility Use Agreement shall be null and void and use of the facility shall be cancelled.

Applicant's Signature

Date

City Employee Signature

Date

Updated 12/09 JH



# Florida Department of Environmental Protection

Marjory Stoneman Douglas Building  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

Charlie Crist  
Governor

Jeff Kottkamp  
Lt. Governor

Mimi A. Drew  
Secretary



October 18, 2010

**3. NEW BUSINESS-ACTION  
REQUIRED - e. Contracts and  
Agreements - 7 Review/approval  
Contract for Sale & Purchase from  
FDEP for the 0.12 parcel of land on  
High Street (approval for Mayor to  
execute)**

Mr. Robert Smith  
City Manager  
City of Wildwood, Florida  
City Hall, 100 North Main Street  
Wildwood, Florida 34785

RE: Surplus State Parcel PID G06J038

Dear Mr. Smith:

Attached is the State of Florida Contract for Sale and Purchase for the 0.12-parcel of land on High Street that the City will acquire for a tot lot. Please have the contract signed on page 5, and return it to me at the letterhead address, attention Mail Station 130, together with a check in the amount of \$90.00 for the deposit. Once I receive the signed contract, it will take 8-10 weeks to get the contract signed on my end and the deed circulated for signature by the Governor and each Cabinet member. When I receive the executed deed, I'll notify you and request the balance of payment.

Please contact me at (850) 245-2555 if you have any questions.

Sincerely,

Tracy Peters, Senior Acquisition Review Agent  
Bureau of Public Land Administration  
Division of State Lands

/tp  
Attachment

CSD1-Revised 04/19/10

STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
CONTRACT FOR SALE AND PURCHASE  
AND  
DEPOSIT RECEIPT

THIS Contract for Sale and Purchase and Deposit Receipt ("Contract") is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between SELLER and BUYER as follows:

SELLER: Board of Trustees of the Internal Improvement Trust Fund of the State of Florida by and through its agent the Division of State Lands of the State of Florida Department of Environmental Protection ("DEP")

ADDRESS: State of Florida Department of Environmental Protection  
Division of State Lands  
Bureau of Public Land Administration  
3900 Commonwealth Boulevard  
Mail Station 130  
Tallahassee, Florida 32399-3000

BUYER: City of Wildwood, Florida

Address: City Hall, 100 North Main Street  
Wildwood, Florida 34785

Phone: (352) 330-1330

1. AGREEMENT TO SELL: SELLER hereby agrees to sell and BUYER hereby agrees to buy in accordance with this Contract the real property, that is more particularly described in attached EXHIBIT "A" of this Contract (the "Property").

2. PURCHASE PRICE: BUYER hereby offers the following purchase price for the Property in the amount of NINE HUNDRED AND 00/100 DOLLARS (\$900.00), which shall be paid in the following manner:

a. Deposit: BUYER deposits herewith NINETY AND 00/100 DOLLARS (\$90.00) in the form of a certified or cashier's check from a financial institution as defined in Section 655.005, Florida Statutes, made payable to the State of Florida Department of



Environmental Protection representing ten percent (10%) of the total purchase price as an earnest money ("Deposit").

b. Balance: The balance of the purchase price in the amount of EIGHT HUNDRED TEN AND 00/100 DOLLARS (\$810.00) shall be paid by certified or cashier's check from a financial institution as defined in Section 655.005, Florida Statutes, made payable to the State of Florida Department of Environmental Protection at the time of closing.

3. TIME OF ACCEPTANCE: If this offer is not accepted by SELLER, the Deposit shall be returned to BUYER and this offer shall be null and void.

4. CLOSING, EXPENSES AND POSSESSION: This Contract shall be closed following approval by SELLER, and the deed delivered after execution by SELLER. SELLER will deliver possession of the Property to BUYER at closing. The following are additional details of closing:

a. Time and Place: The closing shall be on or before 90 days after SELLER'S execution of this Contract. The date, time and place of closing shall be set by DEP.

b. Conveyance: At closing, SELLER will deliver to BUYER a fully executed quitclaim deed conveying the Property and any improvements in "AS IS, WHERE IS CONDITION," without warranties or representations, subject to a reservation in favor of the SELLER of an undivided three-fourths interest in phosphate, minerals and metals and an undivided one-half interest in all petroleum pursuant to Section 270.11, Florida Statutes.

c. Expenses: BUYER shall be responsible for and pay all closing costs associated with the Property including, but not limited to, advertising costs, appraisal costs, survey costs, documentary stamp tax on the deed, recording fees, abstract or title insurance fees, and attorneys' fees. BUYER shall reimburse DEP at closing for any closing costs that are initially paid for by DEP. Any costs of sale incurred by SELLER or by other parties on behalf of SELLER shall be paid by separate certified or cashier's check made payable to the State of Florida Department of Environmental Protection or an escrow agent designated by DEP at the time of closing. SELLER may require that the closing be processed by and through a title insurance company or other closing agent, designated by DEP, and BUYER shall pay any costs charged by such company or agent for this closing service. If BUYER obtains a survey of the Property, nothing contained therein shall affect the purchase price or terms of this Contract.

5. REAL ESTATE TAXES, EASEMENTS, RESTRICTIONS AND ENCUMBRANCES: BUYER agrees to pay all outstanding real estate taxes. BUYER agrees to take title to the Property subject to any outstanding taxes, special liens or assessments, comprehensive land use plans, zoning, restrictions, prohibitions and other requirements imposed by governmental authority; restrictions, qualifications and matters appearing on the plat or otherwise common to the subdivision, restrictive covenants, public utility easements and all outstanding easements, reservations and other interests.

6. WETLANDS: Any wetlands on the Property may be subject to the permitting requirements of DEP, the applicable water management district or any other applicable permitting entity.

7. CONDITION OF THE PROPERTY: BUYER acknowledges that he has inspected the Property and agrees to accept the Property in "AS IS, WHERE IS CONDITION." SELLER makes no warranties or representations whatever as to the condition of the Property or any improvements located thereon, or the fitness of either for any particular use or purpose.

8. RADON GAS: Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county public health department.

9. RISK OF LOSS: In the event of any substantial damage to the Property (in excess of \$5,000) between the date of this Contract and the date of closing, SELLER shall have the option of restoring the damaged Property to its condition immediately prior to the occurrence causing the damage, in which event, BUYER shall complete the transaction as originally planned. If these repairs are not completed prior to closing date, closing will be extended until such time as the repairs are completed. If SELLER elects not to restore the damaged Property, BUYER'S sole remedy shall be the right to rescind this Contract by giving written notice to SELLER and to receive a refund of the Deposit or, alternatively, to proceed to closing on the Property, as damaged, without adjustment in the purchase price. In the event of any lesser damage (\$5,000 or less), the parties shall proceed to closing as though no damage had occurred.

10. DEFAULT: If BUYER fails to close on or before the date set forth in paragraph 4.a. of this Contract, the Deposit may be retained by SELLER as agreed upon liquidated damages, consideration for

execution of this Contract and in full settlement of any claims; whereupon this Contract shall be terminated and SELLER and BUYER shall be relieved of all obligations under this Contract; or SELLER, at SELLER'S option, may elect to specifically enforce this Contract. If SELLER fails to deliver the quit claim deed to BUYER on or before the closing date set forth in paragraph 4.a. of this Contract, BUYER may elect to receive the return of the Deposit, whereupon this Contract shall be terminated and BUYER and SELLER shall be relieved of all obligations under this Contract; or BUYER, at BUYER'S option, may seek specific performance.

11. SUCCESSORS: Upon execution of this Contract by BUYER, this Contract shall be binding upon and inure to the benefit of BUYER, his heirs, successors or assigns.

12. RECORDING: Neither this Contract nor any notice of it may be recorded in any county by any person.

13. ASSIGNMENT: This Contract shall not be assigned by BUYER without the prior written consent of SELLER.

14. TIME OF ESSENCE: Time is of the essence in the performance of this Contract.

15. AMENDMENTS: This Contract contains the entire agreement and all representations of the parties. No amendment will be effective except when reduced to writing signed by all parties. Notwithstanding the foregoing, the parties acknowledge that the legal description of the Property is based upon historic chain of title information, without the benefit of a current survey. The parties agree that if, in the opinion of SELLER, it becomes necessary to amend the legal description to correct errors, to more properly describe the Property, or to otherwise revise the legal description of the Property, the legal description to be used in the survey (if any) and in the closing instruments required by this Contract for the Property shall be revised by or at the direction of SELLER, and shall be subject to the final approval of SELLER. Anything to the contrary hereinabove notwithstanding, such a revision of the legal description of the Property shall not require a written amendment to this Contract. In such event, the SELLER'S execution and delivery of the closing instruments containing the revised legal description and the BUYER'S acceptance of said instruments and of the final survey (if any) containing the revised legal description shall constitute a full and complete ratification and acceptance of the revised legal description of the Property by the parties.

16. SURVIVAL: The covenants of this Contract will survive delivery and recording of deed and possession of the Property.

17. ACCEPTANCE OF OFFER: SELLER reserves the right to reject this offer. Therefore, this Contract shall not bind SELLER, DEP or the State of Florida in any manner unless or until it is approved and legally executed by SELLER.

The parties have caused this Contract to be executed on the day and year first above written.

"SELLER"

BOARD OF TRUSTEES OF THE INTERNAL  
IMPROVEMENT TRUST FUND OF THE STATE  
OF FLORIDA

By: \_\_\_\_\_ (SEAL)  
TITLE: \_\_\_\_\_  
DIVISION OF STATE LANDS,  
STATE OF FLORIDA DEPARTMENT OF  
ENVIRONMENTAL PROTECTION

APPROVED AS TO FORM AND  
LEGALITY

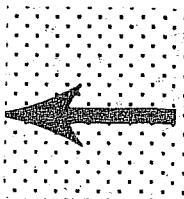
BY: \_\_\_\_\_  
DEP ATTORNEY

"BUYER"

CITY OF WILDWOOD, FLORIDA  
By its City Commission

ATTEST: \_\_\_\_\_

By: \_\_\_\_\_  
Ed Wolf  
Its: Mayor



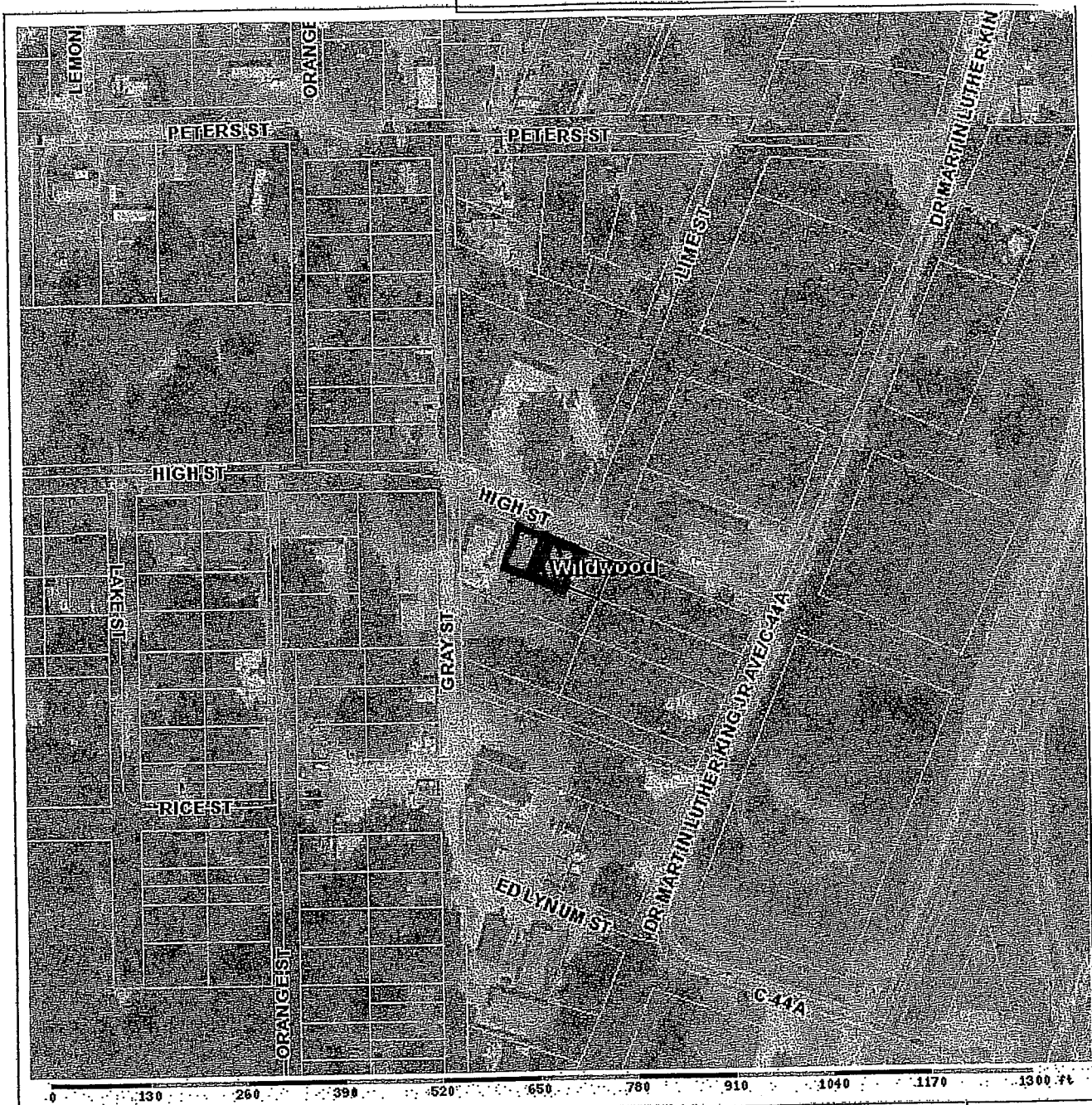
S E A L

EXHIBIT "A"

LEGAL DESCRIPTION OF PROPERTY

Beg. 50 ft. W of SE Cor. of W  $\frac{1}{2}$  of N  $\frac{1}{2}$  of N  $\frac{1}{2}$  of Blk. H run W 50 ft. N 105 ft. E 50 ft.  
S 105 ft. to beg. Wildwood Proper, lying in Section 06, Township 19 South, Range 23  
East, Sumter County, Florida, less and except all sovereignty lands.

BSM APPROVED  
By 47 Date 6/30/09



**Sumter County BOCC - GIS**  
 BOCC - Bushnell, FL 33513 | 352-793-0200

Parcel ID:G06J038  
 TITF/STATE OF FLORIDA, MURPHY  
 3900 COMMONWEALTH BLVD TALLAHASSEE, FL 32399  
 Street: NOT ON FILE  
 S/T/R:06/19/23 BEG 50 FT W OF SE COR OF W1/2 OF N1/2 OF N1/2 OF LOT H PETTYS ADD PB 1 PG 81 RUN W 50 FT N 105 FT E 50 FT S  
 105 FT TO  
 Sales

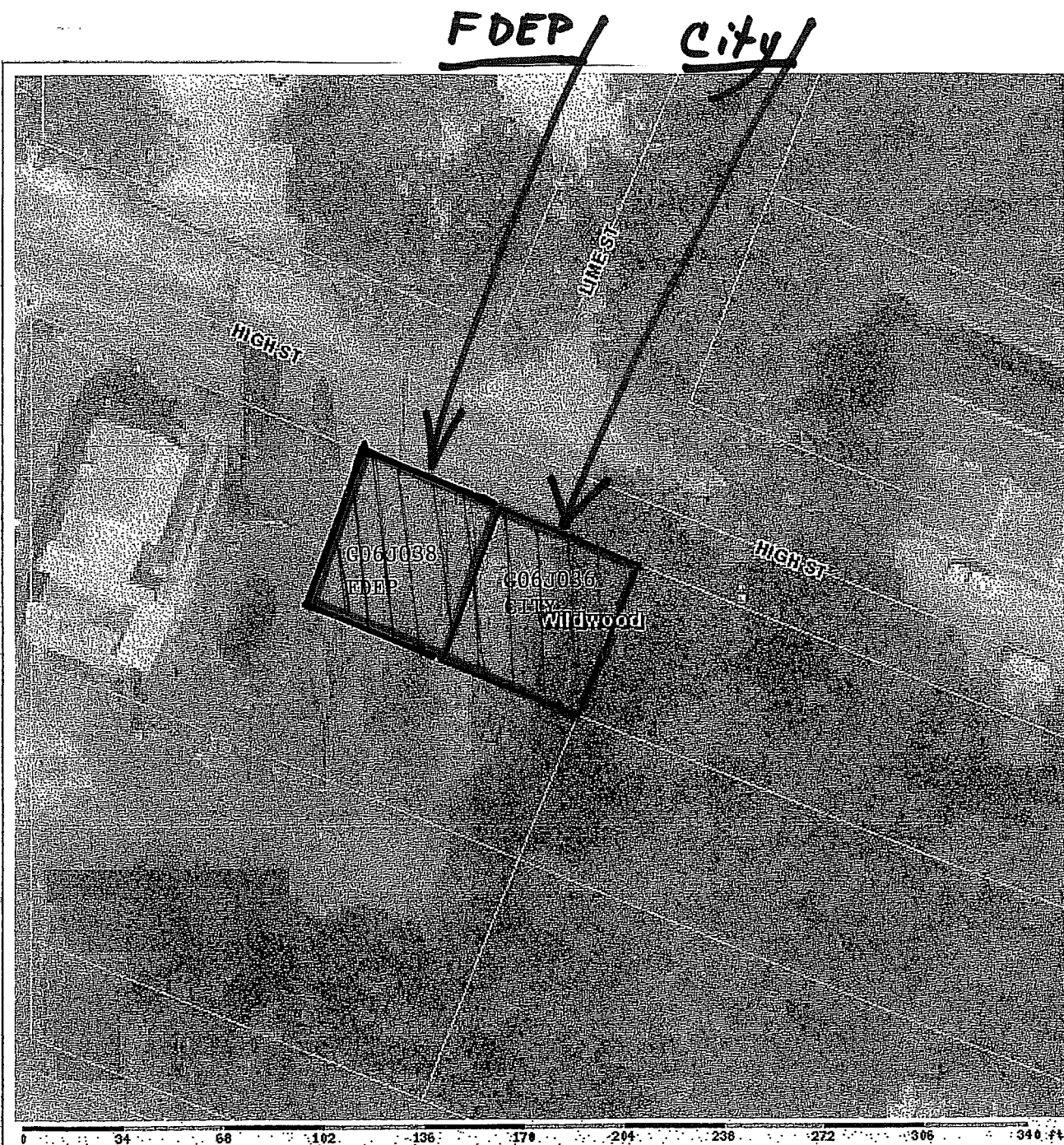
NOTES:



This information was derived from data which was compiled by the Sumter County BOCC - GIS. This information should not be relied upon by anyone as a determination of the ownership of property, legal boundary representation, or market value. The map image is not a survey and shall not be used in any Title Search or any official capacity. No warranties, expressed or implied, are provided for the accuracy of the data herein, it's use, or it's interpretation. This information was last and may not reflect the data currently on file at our office.



3. NEW BUSINESS-ACTION REQUIRED - e. Contracts and Agreements  
- Review/approval Contract for Sale & Purchase from FDEP for the  
0.12 parcel of land on High Street (approval for Mayor to execute)



**Sumter County BOCC - GIS**  
BOCC - Bushnell, FL 33513 | 352-793-0200

Parcel ID: G06J036

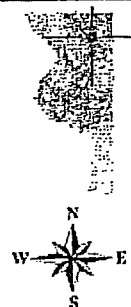
CITY: CITY OF WILDWOOD  
100 N MAIN ST WILDWOOD, FL 34785

Street: NOT ON FILE

S/T/R: 06/19/23 BEG AT SE COR OF W1/2 OF N1/2 OF LOT H RUN W 50 FT N 105 FT E 50 FT S 105 FT TO BEG PETTYS ADD PB 1  
PG 81

Sales

NOTES:



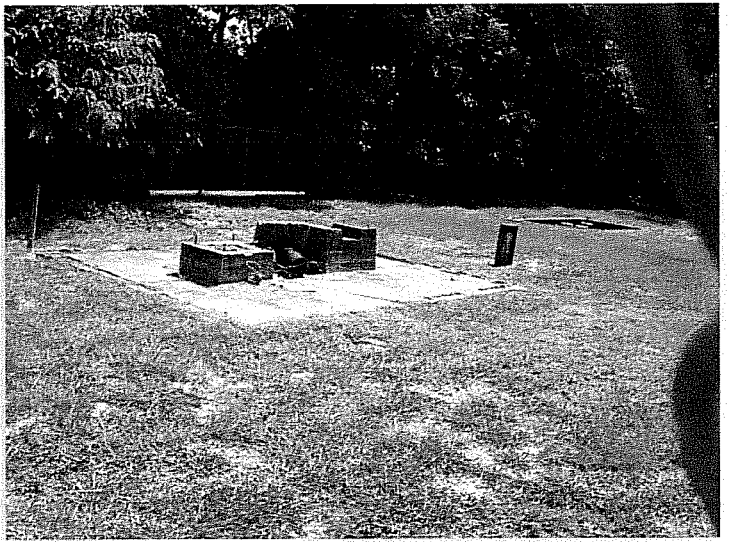
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**3. NEW BUSINESS—ACTION REQUIRED -**

e. Contracts and Agreements -

**3) Review/approval Contract for Sale & Purchase from FDEP for the 0.12 parcel of land on High Street (approval for Mayor to execute)**





**BILLS FOR APPROVAL**  
**City of Wildwood, Florida**  
**October 25, 2010**

**3. NEW BUSINESS – ACTION REQUIRED**  
**f. (1) Bills for Approval**

**CITY COMMISSION-LEGISLATIVE DEPARTMENT**

|   |                     |                        |    |        |
|---|---------------------|------------------------|----|--------|
| 1 | FL League of Cities | Membership Dues        | \$ | 335.70 |
| 2 | PGIT                | Workers Comp Insurance | \$ | 79.91  |
| 3 | Sprint              | Cell Phone             | \$ | 31.06  |

**CITY MANAGER-EXECUTIVE DEPARTMENT**

|    |                             |                                           |    |          |
|----|-----------------------------|-------------------------------------------|----|----------|
| 4  | Payroll                     | October 10, 2010 Pay Period - Employees 3 | \$ | 9,503.43 |
| 5  | Arbor Day Foundation        | Membership Dues                           | \$ | 15.00    |
| 6  | Bright House                | Internet Service                          | \$ | 24.69    |
| 7  | Dept of Management Services | Telephone Service                         | \$ | 61.26    |
| 8  | FL City & County Management | Membership Dues                           | \$ | 263.00   |
| 9  | FL League of Cities         | Membership Dues                           | \$ | 67.16    |
| 10 | IMS                         | Monthly Computer Maintenance Contract     | \$ | 183.92   |
| 11 | PGIT                        | Workers Comp Insurance                    | \$ | 433.57   |
| 12 | Sam's Club                  | Membership                                | \$ | 35.00    |

**CITY CLERK-FINANCIAL & ADMINISTRATIVE DEPARTMENT**

|    |                                     |                                                  |    |           |
|----|-------------------------------------|--------------------------------------------------|----|-----------|
| 13 | Payroll                             | October 10, 2010 Pay Period - Employees 4        | \$ | 10,445.36 |
| 14 | Bright House                        | Internet Service                                 | \$ | 32.92     |
| 15 | Century Link                        | Telephone Service                                | \$ | 33.92     |
| 16 | Citrus Publishing                   | Ads                                              | \$ | 88.00     |
| 17 | C N A Surety                        | Bond Insurance                                   | \$ | 125.34    |
| 18 | Dart Electronics, Inc               | Fire Alarm Monitoring                            | \$ | 37.43     |
| 19 | Dept of Management Services         | Telephone Service                                | \$ | 151.47    |
| 20 | FL League of Cities                 | Membership Dues                                  | \$ | 67.14     |
| 21 | IMS                                 | Monthly Computer Maintenance Contract            | \$ | 578.16    |
| 22 | Int'l Institute of Municipal Clerks | Membership - A. Borrack                          | \$ | 75.00     |
| 23 | Mitel Technologies                  | Telephone Relocations                            | \$ | 82.50     |
| 24 | Office Depot                        | Office Supplies                                  | \$ | 41.37     |
| 25 | Oracle Elevator                     | Clearing Violations - Elevator Inspection Report | \$ | 217.00    |
| 26 | PGIT                                | Workers Comp Insurance                           | \$ | 471.46    |
| 27 | Progress Energy                     | Electric Service                                 | \$ | 177.44    |
| 28 | Sam's Club                          | Membership                                       | \$ | 17.50     |
| 29 | Sprint                              | Cell Phone                                       | \$ | 24.03     |

**DEVELOPMENT SERVICES**

|    |                             |                                            |    |          |
|----|-----------------------------|--------------------------------------------|----|----------|
| 30 | Payroll                     | October 10, 2010 Pay Period - Employees 4  | \$ | 8,874.12 |
| 31 | Bright House                | Internet Service                           | \$ | 32.92    |
| 32 | Dept of Management Services | Telephone Service                          | \$ | 61.23    |
| 33 | ESRI                        | Arcinfo Concurrent Use Primary Maintenance | \$ | 3,000.00 |
| 34 | IMS                         | Monthly Computer Maintenance Contract      | \$ | 339.55   |
| 35 | Lake-Sumter MPO             | Transportation Management System FY 10/11  | \$ | 8,480.00 |
| 36 | PGIT                        | Workers Comp Insurance                     | \$ | 306.78   |
| 37 | Sprint                      | Cell Phone                                 | \$ | 23.90    |

**POLICE DEPARTMENT**

|    |                             |                                            |    |           |
|----|-----------------------------|--------------------------------------------|----|-----------|
| 38 | Payroll                     | October 10, 2010 Pay Period - Employees 27 | \$ | 53,691.28 |
| 39 | Custom Kingdom              | Embroidered Police Badge, Name             | \$ | 44.00     |
| 40 | Dept of Management Services | Telephone Service                          | \$ | 145.36    |
| 41 | DGG Taser                   | Taser Air Cartridges                       | \$ | 1,213.50  |

|    |                                |                                            |    |           |
|----|--------------------------------|--------------------------------------------|----|-----------|
| 42 | Duchart, A Land Surveying, Inc | Survey for New Police Station              | \$ | 2,000.00  |
| 43 | Hewlett-Packard Company        | HP Deskjet D1660 Printer                   | \$ | 57.00     |
| 44 | Law Enforcement Supply         | Flare Cone & Lens, Linear Strbs, Repl Strb | \$ | 327.68    |
| 45 | Merritt Department Stores, Inc | Shirts                                     | \$ | 128.89    |
| 46 | PGIT                           | Workers Comp Insurance                     | \$ | 13,212.28 |
| 47 | Progress Energy                | Electric Service                           | \$ | 1,340.56  |
| 48 | Sam's Club                     | Membership                                 | \$ | 17.50     |
| 49 | Sprint                         | Cell Phone                                 | \$ | 249.50    |
| 50 | Sumter County Sheriff's Office | Drug Task Force                            | \$ | 5,685.00  |
| 51 | Verizon Wireless               | Broadband                                  | \$ | 80.02     |

**STREET DEPARTMENT, MECHANIC**

|    |                                  |                                            |    |           |
|----|----------------------------------|--------------------------------------------|----|-----------|
| 52 | Payroll                          | October 10, 2010 Pay Period - Employees 10 | \$ | 19,452.34 |
| 53 | Bright House                     | Internet Service                           | \$ | 39.98     |
| 54 | C.R. 466A Landfill Facility, LLC | Tipping Fee                                | \$ | 27.75     |
| 55 | Culligan                         | Cooler Rental and Bottled Water            | \$ | 13.82     |
| 56 | Dept of Management Services      | Telephone Service                          | \$ | 45.12     |
| 57 | Hi-Way Sign Company              | Street Signs                               | \$ | 45.64     |
| 58 | MMD Computer Center, Inc         | Laptop Repair; Replaced Router             | \$ | 399.00    |
| 59 | PGIT                             | Workers Comp Insurance                     | \$ | 8,075.98  |
| 60 | Progress Energy                  | Electric Service                           | \$ | 4,574.85  |
| 61 | Sam's Club                       | Membership                                 | \$ | 17.50     |
| 62 | Sign Wizard                      | Asst 3" Black Vinyl Lettering              | \$ | 36.88     |
| 63 | Sprint                           | Cell Phone                                 | \$ | 100.97    |
| 64 | Sumter Electric                  | Electric Service                           | \$ | 154.71    |

**FLEET MAINTENANCE**

|    |                             |                                                 |    |          |
|----|-----------------------------|-------------------------------------------------|----|----------|
| 65 | Payroll                     | October 10, 2010 Pay Period - Employees 2       | \$ | 4,145.50 |
| 66 | Almond Oil Company          | Petro-Can Maximum, 5w30-54/1, Peerless 0G 2 Red | \$ | 562.70   |
| 67 | Bright House                | Internet Service                                | \$ | 39.97    |
| 68 | Culligan                    | Cooler Rental and Bottled Water                 | \$ | 13.81    |
| 69 | Dept of Management Services | Telephone Service                               | \$ | 45.12    |
| 70 | PGIT                        | Workers Comp Insurance                          | \$ | 2,243.04 |
| 71 | Pro Chem                    | Bolt Blaster, Solv-All, Clean Up                | \$ | 331.78   |
| 72 | Progress Energy             | Electric Service                                | \$ | 136.81   |
| 73 | Sign Wizard                 | Asst 3" Black Vinyl Lettering                   | \$ | 36.88    |
| 74 | Sprint                      | Cell Phone                                      | \$ | 23.90    |

**COMMUNITY RE-DEVELOPMENT**

|    |                             |                                          |    |          |
|----|-----------------------------|------------------------------------------|----|----------|
| 75 | Payroll                     | October 10, 2010 Pay Period - Employee 1 | \$ | 2,541.40 |
| 76 | Bright House                | Internet Service                         | \$ | 8.27     |
| 77 | Dept of Management Services | Telephone Service                        | \$ | 61.23    |
| 78 | PGIT                        | Workers Comp Insurance                   | \$ | 115.19   |
| 79 | Sprint                      | Cell Phone                               | \$ | 23.90    |

**PARKS AND RECREATION, GROWERS MARKET**

|    |                             |                                           |    |          |
|----|-----------------------------|-------------------------------------------|----|----------|
| 80 | Payroll                     | October 10, 2010 Pay Period - Employees 6 | \$ | 7,830.49 |
| 81 | Bright House                | Internet Service                          | \$ | 16.46    |
| 82 | Century Link                | Telephone Service                         | \$ | 38.37    |
| 83 | Dept of Management Services | Telephone Service                         | \$ | 122.46   |
| 84 | HD Supply Waterworks        | Epoxy Bales, Ballcorp, Corp Stop          | \$ | 124.56   |
| 85 | Hi-Way Sign Company         | Street Signs                              | \$ | 36.44    |
| 86 | Leesburg Rent-All           | Ditch Witch                               | \$ | 77.00    |
| 87 | PGIT                        | Workers Comp Insurance                    | \$ | 2,906.70 |

|    |                            |                   |    |        |
|----|----------------------------|-------------------|----|--------|
| 88 | Progress Energy            | Electric Service  | \$ | 102.82 |
| 89 | Sam's Club                 | Membership        | \$ | 17.50  |
| 90 | Sprint                     | Cell Phone        | \$ | 73.70  |
| 91 | Sumter Electric            | Electric Service  | \$ | 514.24 |
| 92 | T & D Waste Services, Inc. | Port O Let Rental | \$ | 245.00 |

#### **COMMUNITY CENTER**

|    |                 |                                                     |    |          |
|----|-----------------|-----------------------------------------------------|----|----------|
| 93 | Bright House    | Internet Service                                    | \$ | 79.95    |
| 94 | Century Link    | Telephone Service                                   | \$ | 351.46   |
| 95 | Oracle Elevator | Inspection & Full Test Load for State Certification | \$ | 1,284.00 |
| 96 | Sumter Electric | Electric Service                                    | \$ | 1,445.29 |

#### **PHYSICAL ENVIRONMENT ADMINISTRATIVE DEPARTMENT**

|     |                             |                                                  |    |          |
|-----|-----------------------------|--------------------------------------------------|----|----------|
| 97  | Payroll                     | October 10, 2010 Pay Period - Employees 3        | \$ | 5,528.43 |
| 98  | Black Box                   | Cable Run                                        | \$ | 542.30   |
| 99  | Century Link                | Telephone Service                                | \$ | 34.53    |
| 100 | Dart Electronics, Inc       | Fire Alarm Monitoring                            | \$ | 37.42    |
| 101 | Dept of Management Services | Telephone Service                                | \$ | 106.35   |
| 102 | IMS                         | Monthly Computer Maintenance Contract            | \$ | 293.92   |
| 103 | Mitel Technologies          | Telephone Relocations                            | \$ | 82.50    |
| 104 | Office Depot                | Office Supplies                                  | \$ | 84.25    |
| 105 | Oracle Elevator             | Clearing Violations - Elevator Inspection Report | \$ | 217.00   |
| 106 | PGIT                        | Workers Comp Insurance                           | \$ | 234.66   |

#### **WATER DEPARTMENT**

|     |                                  |                                                   |    |           |
|-----|----------------------------------|---------------------------------------------------|----|-----------|
| 107 | Payroll                          | October 10, 2010 Pay Period - Employees 8         | \$ | 15,647.81 |
| 108 | Brenntag                         | Liquid Chlorine                                   | \$ | 905.56    |
| 109 | Bright House                     | Internet Service                                  | \$ | 79.95     |
| 110 | Dawn Chemical Corp. of Wisconsin | CIK Surface Insecticide, Wasp Killer, Lubricant   | \$ | 325.21    |
| 111 | Dept of Management Services      | Telephone Service                                 | \$ | 95.12     |
| 112 | Florida Rural Water Association  | Membership Dues                                   | \$ | 250.00    |
| 113 | HD Supply Waterworks             | MJ Bend, Sleeves, Reg Acc Set                     | \$ | 415.70    |
| 114 | Martin's Lock Shop, Inc.         | Service Chg/Labor Install Entry Knobs, Rekey,Keys | \$ | 312.02    |
| 115 | PGIT                             | Workers Comp Insurance                            | \$ | 6,792.98  |
| 116 | Plant Technicians                | Environmental Testing                             | \$ | 465.00    |
| 117 | Progress Energy                  | Electric Service                                  | \$ | 1,577.66  |
| 118 | Sam's Club                       | Membership                                        | \$ | 17.50     |
| 119 | Sign Wizard                      | Asst 3" Black Vinyl Lettering                     | \$ | 36.87     |
| 120 | Sprint                           | Cell Phone                                        | \$ | 170.49    |
| 121 | Sumter Electric                  | Electric Service                                  | \$ | 1,349.43  |
| 122 | Sunshine State One Call of FL    | Locators for the Month of September               | \$ | 305.81    |
| 123 | The Dumont Company, Inc          | Hypochlorite Solution, Clear Flow                 | \$ | 3,075.50  |
| 124 | The Sherwin Williams Co.         | Paint                                             | \$ | 115.74    |
| 125 | Trekker Tractor                  | Adapter, Hydr Pump, Seals, Belt                   | \$ | 1,571.42  |
| 126 | USA BlueBook                     | John Crane Packing                                | \$ | 572.12    |

#### **WASTEWATER DEPARTMENT**

|     |                                 |                                            |    |           |
|-----|---------------------------------|--------------------------------------------|----|-----------|
| 127 | Payroll                         | October 10, 2010 Pay Period - Employees 15 | \$ | 31,930.57 |
| 128 | Century Link                    | Telephone Service                          | \$ | 163.99    |
| 129 | Chemical Containers, Inc        | Teejet Tip SS                              | \$ | 48.56     |
| 130 | Culligan                        | Bottled Water                              | \$ | 10.95     |
| 131 | Dept of Management Services     | Telephone Service                          | \$ | 90.24     |
| 132 | Florida Rural Water Association | Membership Dues                            | \$ | 250.00    |
| 133 | Fort Bend Services, Inc         | Polymer                                    | \$ | 2,800.35  |

|     |                               |                                                         |    |          |
|-----|-------------------------------|---------------------------------------------------------|----|----------|
| 134 | HACH                          | Med. Tubes, Dilution, Nitrification Inhibitor, Tryptose | \$ | 444.60   |
| 135 | Heron Instruments             | Tape and Probe                                          | \$ | 278.00   |
| 136 | Martronics, Inc.              | Batteries                                               | \$ | 443.27   |
| 137 | Odyssey                       | Hypochlorite Solution                                   | \$ | 5,268.84 |
| 138 | Oxford Pipeline Inc           | Directional Bores                                       | \$ | 6,800.00 |
| 139 | PGIT                          | Workers Comp Insurance                                  | \$ | 6,746.55 |
| 140 | Progress Energy               | Electric Service                                        | \$ | 1,195.42 |
| 141 | Sam's Club                    | Membership                                              | \$ | 17.50    |
| 142 | Sign Wizard                   | Asst 3" Black Vinyl Lettering                           | \$ | 36.87    |
| 143 | Sprint                        | Cell Phone                                              | \$ | 119.70   |
| 144 | Sumter Air & Heat, Inc        | Installed New 10 Ton Trane                              | \$ | 9,398.00 |
| 145 | Sumter Electric               | Electric Service                                        | \$ | 570.50   |
| 146 | Sunshine State One Call of FL | Locators for the Month of September                     | \$ | 305.82   |
| 147 | Test America                  | Environmental Testing                                   | \$ | 84.00    |
| 148 | VWR                           | Test Tubes, Acid Reagent, Polyseed, Pipet, Etc.         | \$ | 763.57   |

**GREENWOOD CEMETERY**

|     |                 |                  |    |       |
|-----|-----------------|------------------|----|-------|
| 149 | Progress Energy | Electric Service | \$ | 12.81 |
|-----|-----------------|------------------|----|-------|

**WILDWOOD INDUSTRIAL PARK**

**ATTORNEYS/CONSULTANTS/SURVEYORS**

|     |                      |                    |    |        |
|-----|----------------------|--------------------|----|--------|
| 150 | Potter Clement Lowry | Special Magistrate | \$ | 525.00 |
|-----|----------------------|--------------------|----|--------|

**FUEL INVENTORY**

|     |                               |                           |    |          |
|-----|-------------------------------|---------------------------|----|----------|
| 151 | Stone Petroleum Products, Inc | Regular Unleaded Gasoline | \$ | 5,608.90 |
| 152 | Stone Petroleum Products, Inc | Ultra Low Sulfur Diesel   | \$ | 1,438.50 |

|                     |  |  |           |                   |
|---------------------|--|--|-----------|-------------------|
| <b><u>TOTAL</u></b> |  |  | <b>\$</b> | <b>298,187.05</b> |
|---------------------|--|--|-----------|-------------------|

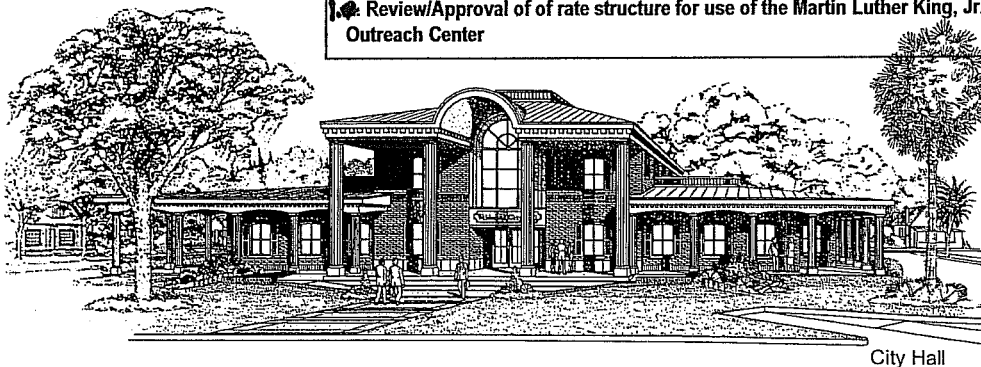
CITY COMMISSION  
CITY OF WILDWOOD, FLORIDA

S E A L

\_\_\_\_\_  
Ed Wolf, Mayor

ATTEST: \_\_\_\_\_  
Joseph Jacobs, City Clerk

City of  
Wildwood,  
Florida



3. NEW BUSINESS - ACTION REQUIRED - g. General Items for Consideration  
1. Review/Approval of rate structure for use of the Martin Luther King, Jr., Outreach Center

3.g.1.

wildwood-fl.gov  
Area Code: 352  
Zip Code: 34785

**CITY HALL**  
100 N. Main Street  
330-1330 Phone  
330-1338 Fax

**CITY MANAGER**  
Extension 109

**CITY CLERK/FINANCE**  
Extension 100

**HUMAN RESOURCES**  
Extension 103  
330-1339 Fax

**CUSTOMER SERVICE**  
(Utility Accounts/TDD)  
Extension 130

**BUILDING SERVICES**  
Code/Inspections/Permits  
Extension 119  
330-1334 Fax

**DEVELOPMENT SERVICES**  
Planning/Zoning/Concurrency  
Extension 118  
330-1334 Fax

**PARKS & RECREATION  
COMMUNITY CENTER**  
Reservations:  
Extension 114

**POLICE**  
100 E. Huey Street  
330-1355  
330-1358 Fax

**WOODWASTE**  
601 W. Gulf-Atlantic Hwy.  
330-1345

**REFUSE / STREETS**  
410 Grey Street  
330-1343  
330-1353 Fax

**WASTEWATER**  
1290 Industrial Drive  
330-1349  
330-1350 Fax

**WATER**  
801 E. Huey Street  
330-1346  
330-1347 Fax

October 20, 2010

Robert Smith  
City Manager- City of Wildwood  
100 N. Main Street  
Wildwood, FL 34785

Mr. Smith:

This letter is in regards to the setting of rental fees for the MLK Community Outreach Service Center at 101 Dr. Martin Luther King, Jr Ave.

After reviewing all records and information, I propose that the following rates be applied towards the rental of the MLK Community Outreach Service Center:

\$5 per hour Rental Fee (plus 7% sales tax)

\$10 Reservation Fee (non-refundable)

\$50 Damage/Security Deposit (refunded if no damage to facility)

The above proposed fees coincide with the Oxford Community Center fees. I would ask that if this proposal is approved, that the new fees come into effect December 1, 2010. If you have any questions, please contact me

Respectfully,

Jason Hargrove  
Parks and Recreation Coordinator  
City of Wildwood

**From:** Jerri Blair [mailto:jblair710@aol.com]  
**Sent:** Friday, October 15, 2010 10:06 AM  
**To:** Robert Smith; Joseph Jacobs  
**Subject:** Elections  
**Importance:** High

Joseph and Robert:

Karen Krauss became concerned recently because of her recent contact with the seventy five word summary limitations for State Constitutional amendments on State ballots and asked the division of elections if a city charter amendment needed to comply with the 75 word limit that the typical statewide ballot must utilize. The division of elections initially told Karen that Section 101.161, Florida Statutes would apply to the City's Charter amendment elections and would require that the City meet the 75 word limit. I looked at the statute and there is language in it that indicates that it does not apply to "amendments" which I brought to her attention. Additionally, if the City complied with the 75 word summary language contained in 101.161, that would violate the requirements of 166.031 which provides for city charter amendments. She contacted me in the last couple of days to tell me that the State continued to believe that the City had to meet the 75 word requirement. I then talked to the division of elections and explained that the language that they are relying upon is inconsistent with the language of the statute related to Charter amendments for city Charters. They agreed that it is inconsistent and that under 166.031, the City's version of how the ballot should look seems correct. They suggested that we ask for an attorney general opinion, but timing makes that something of a problem. The division said they could not opine as to the effect of Section 166.031 as it was outside of their expertise.

Both Ms. Krauss and Mr. Holland, who is with the division of elections, have been extremely helpful and are attempting to simply convey their understanding of the statutes. If the City changes the election ballot to one that complies with the 75 word limitation, we would have to re-do the resolution. Our ordinance, Section 2-31, requires that we notice the election at least 60 days prior to the date of the election adopting a resolution setting forth the purpose of the election. We have done that in a timely manner and the purpose of the election would not change. We would still be using the election to amend the charter. So we would be okay with our notice of election and advertisement. However, if we do things the way that the elections division says that it should be done, we would be running a risk that we are not complying with the terms of Chapter 166 which directly relates to charter amendments as opposed to referendums.

The division of elections and my review of the statutes make it clear that the only downside to just going forward with the election using the form that we already have in place is that someone might try to challenge it as not being in compliance with Section 101.161 and the only consequence to such a challenge would be if a court determines that person is correct, that the amendment be stricken from the ballot and we would have to reschedule another election. I find it highly unlikely that this would occur in this type of election. I also think that it very clearly does comply with State requirements of 166.031. The only way to construe the statute as not being inconsistent is to construe Section 101.161 to mean that the amendment language applies to charters and, if so, the City would not have to meet the 75 word test.

Right now, our options are the following:

1. To go forward with the election using the form that we currently have in place which clearly meets the requirements of Section 166.031, but may not meet the requirements of Section 101.161. There is no possible way to meet the requirements of both of those statutes if 101/161 actually requires a 75 word limit in this situation.

2. To amend and set up summaries of the amendments in less than 75 words and place them on the ballot instead of what we currently have placed on the ballot which would comply with 101.161. However, this will not comply with the requirements of Section 166.031 and we probably would need to do a new ordinance setting out who will be on the ballot.

In my opinion, the best thing to do is to go forward with the election as we currently have it planned. I have spoken with Karen Krauss about this and she agrees that the City could use the ballot form I have already provided her (which meets the 166.031 requirements). Her concern was that someone would try to derail the City's election and she wanted to give us her information.

Please let me know what you want to do.

Respectfully yours,

Jerri A. Blair

Jerri A. Blair, Esq.  
Jerri A. Blair, P.A.  
P.O. Box 130  
Tavares, FL 32778

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**CITY OF WILDWOOD  
EXECUTIVE SUMMARY**

**SUBJECT:** Oxford Re Pump Station

**REQUESTED ACTION:** Staff Recommends Approval

- ☐ Work Session (Report Only)  
☒ Regular Meeting

**DATE OF MEETING:** 10/25/10  
☐ Special Meeting

**CONTRACT:** ☐ N/A

Effective Date: \_\_\_\_\_  
Managing Division / Dept: \_\_\_\_\_

Vendor/Entity: \_\_\_\_\_

Termination Date: \_\_\_\_\_

**BUDGET IMPACT:** \$35,040.00

- ☐ Annual  
☐ Capital  
☒ N/A

**FUNDING SOURCE:**

Water Connection Fees

**EXPENDITURE ACCOUNT:**

---

**HISTORY/FACTS/ISSUES:**

Mayor and Commission,

The following letter and cost estimate are for the CR 214 Oxford Re Pump Station. The purpose of the project is to enhance flows to the north of the City. City Staff would ask that the Commission make a motion to authorize this work and a do not exceed amount of \$35,040 for the project. City Staff would then solicit quotes for those items over \$2,000. City staff will purchase the items that are the lowest cost and that meet the needs and specs provided by the Engineer.

Regards,

Robert Smith

---



**City of Wildwood  
Water Department**

# Memo

To: Robert Smith, City Manager

From: Ron Allen, Water Director *RLA*

CC: File

Date: October 19, 2010

Re: Oxford Repump Station

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The City installed the water meters for the Oxford Assembly of God church about two weeks ago. On the Sunday after installation, there were issues with water pressure in flushing toilets during the service. Mr. Strickland notified our Department and with our investigation, we discovered that the pressures expected existed at their connection which is not adequate. I have temporarily increased pressures during his services but lose half of the tank reserve in doing so and it takes two days to recover before his Wednesday services. This also creates over pumping issues at our Fairways Plant since the Oxford Facility is filled from the City system primarily from the Fairways well.

The original design by H&B Engineering deviated from the Master Plan by BFA Engineering. The Oxford Facility was to be a Repump Station for fire flow to the City System in the Master Plan presented by BFA to DEP. H&B designed the Repump Station to service water for everything north of the Repump Station only.

To accommodate Mission Oaks fire flow needs, modifications in the tank bypass line were made to achieve BFA's original intentions. Main sizes, already in place, were not designed to provide adequate pressures and flows since H&B's design was not the same as BFA's.

To make this system work under both BFA and H&B designs, an electric actuator must be added to the valve interconnecting the mains north and south of this facility. The valve is the modification added in H&B design to operate this facility for fire flow to the whole system. The valve would remain close, unlike presently, to have the full benefit of pumping capacity north of the Repump Station. When there is a low pressure situation south, the valve would open and provide the needed flow and pressure. Once the situation ended, the valve would close and go back to normal operation.

I have the design in mind and Kimley-Horn is confirming the design. I am seeking quotes from our normal sources to accomplish this task. Since this is of such an urgent nature, I would like the Commission's approval to move ahead with the necessary repairs/modifications to make the Repump Station function properly for both scenarios. I would ask their approval to proceed as long as the expense did not exceed \$35,040.00 that Kimley-Horn estimated as per attached.



Kimley-Horn  
and Associates, Inc.

| ENGINEER'S OPINION OF PROBABLE COST<br>CITY OF WILDWOOD<br>CR 214 REPUMP STATION SYSTEM MODIFICATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                   |                    |    |            |              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------|----|------------|--------------|
| ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | DESCRIPTION       | ESTIMATED QUANTITY |    | UNIT PRICE | AMOUNT       |
| Add electric actuator to existing 12" gate valve and program PLC logic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                   |                    |    |            |              |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Mobilization      | 1                  | LS | 3,500.00   | \$ 3,500.00  |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Electric Actuator | 1                  | LS | 7,500.00   | \$ 7,500.00  |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Valve Vault       | 1                  | EA | 5,000.00   | \$ 5,000.00  |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Site Electric     | 1                  | LS | 4,000.00   | \$ 4,000.00  |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PLC Programming   | 1                  | LS | 1,200.00   | \$ 1,200.00  |
| 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Site Restoration  | 1                  | LS | 1,000.00   | \$ 1,000.00  |
| SUBTOTAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                   |                    |    |            | \$ 22,200.00 |
| SUMMARY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |                    |    |            |              |
| CONSTRUCTION HARD COSTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |                    |    |            | \$ 22,200.00 |
| ENGINEERING DESIGN                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                   |                    |    |            | \$ 3,500.00  |
| BID AND CONSTRUCTION ADMINISTRATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |                    |    |            | \$ 3,500.00  |
| SUBTOTAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                   |                    |    |            | \$ 29,200.00 |
| 20% CONTINGENCY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                   |                    |    |            | \$ 5,840.00  |
| GRAND TOTAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |                    |    |            | \$ 35,040.00 |
| The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs. |                   |                    |    |            |              |